PRIVATE INDUSTRY COUNCIL

BOARD OF DIRECTORS

AGENDAS AND MINUTES

2000

Documents have been very irregularly received from the Private Industry Council. Efforts to obtain the missing documents have been unsuccessful. This volume contains those that are available.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: FEBRUARY 9, 2000

FROM: CRAIG K. MARTIN, CHAIRMAN

SUBJECT: NEW PRESIDENT OF THE PIC, INC. --- PAMELA S. CALLOWAY

The Board of Directors is honored to announce the appointment of Ms. Calloway as the new President of the Private Industry Council of San Francisco, Inc.

Ms. Calloway is a graduate of Fisk University and the Georgetown University Law Center, is a small business development specialist, a senior manager, and a dispute resolution professional.

Most recently, she has been the Director of the Workers to Business Owners Project, a small business development center for displaced military base workers in Alameda County. In that capacity, Ms. Calloway has been responsible for the development of 28 operating businesses, the creation of 98 jobs, and the creation of a revolving loan fund for new businesses on those abandoned military bases.

Prior to that she was a Vice President and Chief Counsel for the National Bank of Washington and, subsequently, Counsel for the Federal Deposit Insurance Corporation in Washington, D.C. In the latter capacity, Ms. Calloway taught Alternative Dispute Resolution and Advanced Negotiation to over 1000 lawyers and credit specialists within the FDIC and the Resolution Trust Corporation.

The Board of Directors and the staff of the PIC, Inc. look forward to Ms. Calloway's proven leadership skills in shepherding us through the transition to the new *Workforce Investment Act*. While a specific date has not yet been set, she is expected to join the PIC, Inc. on a full time basis sometime during the months of March or April. She will attempt to attend as many meetings of the Council and its committees in the interim. More detailed information on Ms. Calloway will follow at a later date.

In the meantime, please join us in welcoming Ms. Calloway. She will be both a substantive and a delightful addition to the process and to all of the participants in it!

cc: Pamela S. Calloway
PIC Staff
Members of the Transitional Youth Council
All Mandatory One Stop Partners
All PIC Subcontractors

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEETING NOTICE

OF THE BOARD OF DIRECTORS

DATE:	Friday, February 25, 2000
TIME:	2:30 – 3:00 p.m.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

PROPOSED AGENDA
FEBRUARY 25, 2000

1. Public testimony on proposed agenda items
2. Adoption of an agenda *
3. Adoption of minutes from the Board's meeting of December 7, 1999 (enclosed) *
4. Salary Adjustment for PIC Staff (previously mailed, another copy attached for your convenience) *
5. Public testimony on issues not on the agenda
6. Adjournment *

* May require Council action

Issued Wednesday, February 16, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** FEBRUARY 14, 2000

FROM: CRAIG K. MARTIN
RAYMOND R. HOLLAND

SUBJECT: SALARY ADJUSTMENT FOR PIC STAFF

RECOMMENDATION

We are recommending that the PIC Board of Directors approve a 7.5% salary adjustment for PIC staff retroactive to October 1, 1999.

Due to budget constraints and other considerations, PIC staff salaries over the years have not kept pace with its City and County of San Francisco partner, whose staff work side-by-side with PIC staff on a daily basis.

HISTORY

When the Mayor's Office of Employment and Training (MOET) of the City and County of San Francisco merged with the Private Industry Council of San Francisco in 1983, those MOET employees who became PIC employees retained the salaries of their City classifications. City employees typically continued to receive cost-of-living and other salary adjustments almost every year while PIC salary increases were not so regular. Following is a history of salary adjustments and increases.

In July 1986, PIC employees received a 5% cost-of-living increase.

From November 1987 to June 1988, due to reduced funding, all staff went on a mandatory reduced work schedule; there were no layoffs, however.

In January 1990, there was a cost of living increase of 4% for all employees plus a salary adjustment of 5% for clerical positions.

In March 1991, PIC employees received a 5% cost-of-living increase .

There were layoffs in August 1991 and mandatory reduced work schedules from August 1991 to April 1992.

In the fall of 1992, the PIC, with the assistance of a council member (who was a director of human resources of a large corporation) and his staff, reviewed all PIC classifications, salaries, and fringe benefits. As a result of that survey, some adjustments were made to the salary schedule in February 1993; in addition, staff received a cost-of-living increase of 4%.

In 1994, the PIC performed a salary survey of the Bay Area PICs and implemented a 7% salary adjustment in September 1994.

Subsequent cost-of-living increases came in January 1996 (2%), July 97 (3%), and July 1998 (3%).

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REMARKS AND RATIONALE

A recent study of comparable City positions showed that PIC staff salaries are behind the City salaries anywhere from 5.6% to 39.5%. See Attachment A. The study was undertaken with the intent of bringing PIC employees in line with their comparable City counterparts. The study showed that if PIC were to increase PIC staff salaries to conform to City salaries, the cost would be somewhere in the neighborhood of $500,000 for the program year.

Because there is a possibility that PIC jobs and structure may change under the WIA legislation, and because funding that is expected has not yet been approved, this may not the best time to adjust salaries in that manner. However, in the interest of fairness to the staff whose last cost-of-living adjustment was July 1998, and in recognition that staff salaries need to be increased, we recommend that you approve the 7.5% salary adjustment at this time, but that you also commit to revisiting the salary issue again in October 2000 when the figures for the next program year are firm.

UNCLASSIFIED PIC EMPLOYEES

There are currently 17 individuals for whom, for various reasons, the PIC is the employer of record but whose positions are funded by and assigned to other employers; those positions do not appear on PIC's compensation schedule. Of the 17, we have identified six (6) individuals whose PIC compensation levels are not consistent with the salary schedules of the employers to which they are assigned. We recommend that those individuals also receive the 7.5% salary adjustment, provided that the employers to which they are assigned agree to the increase.

COST

The cost of a 7.5% salary adjustment is approximately $143,628.

OPERATING BUDGET

PIC's Operating Budget (See Attachment B.1 - B.3) for Program Year July 1, 1999 to June 30, 2000 shows that the PIC will be able to provide a 7.5% salary adjustment.

We will be available at your scheduled February 25th meeting to respond to any questions you might have.

attachments

cc: PIC Staff

ATTACHMENT A

CONFIDENTIAL

COMPARISON OF PIC SALARIES TO CITY/CO. EQUIVALENTS (PROPOSED)

2/8/2000

PIC, Inc. Job Title	PIC Low Rate	PIC High Rate	City/County Job Title	City Low Rate	City High Rate	% Change (Midpoint)
President	66,768	81,156	No comparable position	Board decision		
Director, Welfare to Work	55,056	66,768	9708 Empl. & Trng. Specialist VI	66,920	81,354	21.7%
Vice President, Administration	55,056	66,768	9708 Empl. & Trng. Specialist VI	66,920	81,354	21.7%
Vice President, Planning/Legal Svcs.	55,056	66,768	9708 Empl. & Trng. Specialist VI	66,920	81,354	21.7%
Vice President, Operations	55,056	66,768	9708 Empl. & Trng. Specialist VI	66,920	81,354	21.7%
Controller	55,056	66,768	1658 Chief Accountant	65,433	79,527	19.0%
MIS Manager	47,220	57,228	1024 IS Administrator/Supervisor	61,596	74,855	30.6%
SE Career Center Manager	47,220	57,228	9706 Empl. & Trng. Specialist V	56,402	68,565	19.6%
Homeless Program Coordinator	47,220	57,228	9706 Empl. & Trng. Specialist V	56,402	68,565	19.6%
Refugee Program Coordinator	47,220	57,228	9706 Empl. & Trng. Specialist V	56,402	68,565	19.6%
Sr. Planner	47,220	57,228	9706 Empl. & Trng. Specialist V	56,402	68,565	19.6%
Human Resources Manager	44,412	53,736	1244 Sr. Personnel Analyst	56,141	68,225	26.7%
Sr. System Administrator	45,300	54,816	1063 IS Programmer Analyst-Senior	52,931	64,363	17.2%
LMI Pgm. Coordinator	35,652	43,116	1241 Personnel Analyst	38,811	57,133	21.8%
Contract Administrator II	39,972	48,372	9704 Empl. & Trng. Specialist III	46,406	56,402	16.4%
Empl. & Trng. Specialist	39,972	48,372	9704 Empl. & Trng. Specialist III	46,406	56,402	16.4%
OJT Contract Administrator	39,972	48,372	9704 Empl. & Trng. Specialist III	46,406	56,402	16.4%
SYETP Coordinator	39,972	48,372	9704 Empl. & Trng. Specialist III	46,406	56,402	16.4%
IS QC Specialist II	35,652	43,116	9703 Empl. & Trng. Specialist II	45,310	55,071	27.4%
IS SYETP MIS Technical Advisor	35,652	43,116	9703 Empl. & Trng. Specialist II	45,310	55,071	27.4%
SYETP Assistant Coordinator	35,652	43,116	9703 Empl. & Trng. Specialist II	45,310	55,071	27.4%
SYETP Certification Supervisor	35,652	43,116	9703 Empl. & Trng. Specialist II	45,310	55,071	27.4%
IS & A Specialist II	40,200	48,852	1062 IS Programmer Analyst	43,587	52,931	8.4%
Grant Accountant	39,972	48,372	1652 Sr. Accountant	42,334	51,417	6.1%
Business Services Manager	39,972	48,372	1312 Public Information Officer	42,152	51,156	5.6%
IS & A Specialist I	38,364	45,744	1061 IS Programmer Analyst-Ass't.	40,377	48,964	6.2%
Executive Secretary	32,652	39,444	1450 Executive Secretary I	41,160	49,955	26.4%
Executive Assistant	32,652	39,444	1842 Management Assistant	44,631	54,262	37.2%
Accounting Assistant	32,652	39,444	1650 Accountant	39,228	47,580	20.4%
IS Specialist	34,800	41,508	1021 IS Administrator I	38,837	47,111	12.6%
Client/Participant Svcs. Specialist	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
Contract Administrator I	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
Info & Referral Specialist	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
IS QC Specialist I	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
Placement Specialist	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
SYETP Certifier	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
SYETP Pgm. Compliance Specialist	29,652	35,748	9702 Empl. & Trng. Specialist I	38,837	47,111	31.4%
SYETP Payroll Supervisor	29,112	35,136	1632 Sr. Account Clerk	37,401	45,310	28.7%
Empl. & Trng. Technician	29,112	35,136	1820 Jr. Administrative Analyst	37,010	44,866	27.4%
MIS Specialist Assistant	29,112	35,136	1721 Sr. Data Entry Operator	32,364	39,228	11.4%
QC Specialist Assistant	29,112	35,136	1721 Sr. Data Entry Operator	32,364	39,228	11.4%
IS Specialist Assistant	29,112	35,136	1721 Sr. Data Entry Operator	32,364	39,228	11.4%
Sr. Clerk Typist	25,740	31,068	1426 Sr. Clerk Typist	34,348	41,656	33.8%
SYETP Payroll Technician	25,740	31,068	1630 Account Clerk	32,364	39,228	26.0%
Sr. SYETP Certification Technician	25,740	31,068	1406 Sr. Clerk	31,320	37,949	21.9%
Clerk Typist	22,524	27,240	1424 Clerk Typist	31,398	38,028	39.5%
SYETP Certification Tech./Clerk	22,524	27,240	1404 Clerk	30,224	36,566	34.2%
MIS Technician	22,524	27,240	1720 Data Entry Operator	28,266	34,191	25.5%
Minimum =	22,524	27,240	Minimum =	28,266	34,191	5.6%
Maximum (excluding President) =	55,056	66,768	Maximum (excluding President) =	66,920	81,354	39.5%
Average (weighted by no. in each job) =	35,226	42,552	Average (weighted by no. in each job) =	42,874	52,181	

PIC of SAN FRANCISCO, Operating Budget
Budget Expenditures
JULY 1 THROUGH JUNE 30

	PY 96	PY 97	PY 98	PY 99
REVENUE	Actual	Actual	Actual	Budget
JTPA ADMIN & WIA PLANNING	$ 1,375,009	$ 1,431,357	$ 1,037,515	$1,084,004
JTPA PROGRAM STAFF COST	752,718	809,583	812,942	669,393
CALWORKS & WELFARE TO WORK	0	31,782	706,656	1,183,697
CHILDREN FUND	121,364	128,809	166,987	160,291
ONE - STOP CONTRACTS	0	96,160	194,540	43,500
HOMELESS (HEC)	98,137	101,139	143,091	102,674
REFUGEE	136,665	215,343	274,870	251,291
LABOR MARKET INFORMATION	68,073	58,088	75,857	50,000
JOBS FOR YOUTH	75,334	88,175	81,709	82,000
OTHER GRANTS AND CONTRACTS	276,540	177,832	199,325	275,172
	2,903,839	3,138,270	3,693,492	3,902,023
EXPENDITURES				
SALARIES	$ 2,177,950	$ 2,320,636	$ 2,698,737	$2,816,368
EARNED VACATION	105,169	109,889	127,647	148,110
FRINGE BENEFITS	360,382	373,907	456,487	498,560
CONSULTANTS	4,775	0	21,986	2,589
EMPLOYMENT & TRAINING FEES	5,357	6,940	5,073	7,840
EQUIPMENT AGREEMENTS/PURCHASES	14,568	17,858	0	20,338
EQUIPMENT RENTAL	46,530	58,564	52,555	55,427
EQUIPMENT REPAIRS/Maint	24,644	1,093	0	0
INSURANCE	9,721	12,517	21,787	19,978
LMI & PARTICIPANT FOLLOW-UP	20,843	6,846	5,902	4,625
MATERIAL & SUPPLIES	25,863	22,354	25,184	25,693
RENT	61,090	116,146	144,744	162,118
TRAINING	1,250	125	12,218	9,481
TRAVEL & CONFERENCE	8,248	6,794	10,274	8,209
MISCELLANEOUS	9,233	8,748	16,107	19,224
MOVING & STORAGE	0	36,143	3,781	2,209
AUDITING SERVICES	0	8,780	10,120	10,000
TELEPHONE	10,633	13,201	14,579	16,272
POSTAGE	11,996	10,743	17,668	12,000
COMPUTER SOFTWARE TRAINING	0	882	41,413	51,033
BANK SERVICE CHARGE OHG	5,587	6,106	7,228	11,950
TOTAL EXPENSES	2,903,839	3,138,270	3,693,492	3,902,023
	$0	$0	$0	$0

Note: This schedule does not include EARNED VACATION & WIA TRANSITION COST

BUDGET SUMMARY OF FUNDING FROM PY 96 TO PY 99

	PY 96 Actual	PY 97 Actual	PY 98 Actual	PY 99 Budgeted
JTPA ACP	$ 1,375,008.61	$ 1,431,356.96	$ 1,037,514.85	$ 941,066.00
JTPA Pic Oper.	752,717.61	809,583.33	812,942.09	669,393.00
JTPA/WIA 2%-PY 98	0.00	0.00	59,704.00	76,593.66
JTPA/WIA 2%-PY 99	0.00	0.00	0.00	66,344.10
All CalWork/WTW	0.00	31,782.36	706,656.37	1,183,697.46
All Other Funding	801,112.71	877,389.92	1,076,001.51	964,928.41
Per Labor Distribution	2,928,838.93	3,150,112.57	3,692,818.82	3,902,022.63
Reconciliation				
JTPA only	13,077.07	0.00	59,704.00	0.00
Loss to Carry Over	0.00	13,157.50	0.00	0.00
Cap. Bldg. Cost	(25,000.00)	(25,000.00)	0.00	0.00
Total	2,916,916.00	3,138,270.07	3,752,522.82	3,902,022.63
Salaries	2,200,893.59	2,320,636.02	2,698,736.55	2,964,477.73
Fringe Benefits	465,251.09	483,796.00	584,133.98	498,560.22
Office Cost	250,771.32	333,838.05	469,652.29	438,984.68
	2,916,916.00	3,138,270.07	3,752,522.82	3,902,022.63

ATTACHMENT B.2

PIC CUMULATIVE SUMMARY COST ALLOCATION for PY 96 to PY 99 (Four Years)

2/14/00

	PY 96	PY 97	PY 98	PY 99
ACP	**1,375,008.61**	**1,431,356.96**	**1,037,514.85**	**941,066.00**
WIA 2%	**0.00**	**0.00**	**0.00**	**142,938.00**
CALWORKS GF	0.00	31,782.36	69,198.86	262,500.00
PAES	0.00	0.00	54,718.58	59,719.00
WELFARE TO WORK ADM	0.00	0.00	383,259.77	279,546.67
WTW FORMULA	0.00	0.00	27,970.35	50,000.00
WTW STATE MATCH	0.00	0.00	1,905.38	5,935.05
WTW COMPETITIVE	0.00	0.00	34,788.86	155,922.00
WTW COMMUNITY JOBS	0.00	0.00	63,198.12	69,202.68
WTW ROP ADMIN	0.00	0.00	0.00	24,000.00
WTW CALWORKS PROGRAM	0.00	0.00	24,612.74	120,000.00
WTW PAES PGM COST	0.00	0.00	9,484.03	25,000.00
WTW NCP PGM COST	0.00	0.00	0.00	0.00
WTW PAE$ 2 WORK PGM COST	0.00	0.00	0.00	0.00
ADA ROP PGM C	0.00	0.00	0.00	38,400.00
WTW CALWORKS ROP PGM C	0.00	0.00	37,519.68	93,472.06
CalWorks & Welfare to Work	**0.00**	**31,782.36**	**706,656.37**	**1,183,697.46**
IIA PGM C 77% ADULT	79,282.84	92,162.79	95,783.90	76,147.00
IIA PGM C 5% OIP	16,193.12	8,602.46	11,613.86	14,162.00
IIC PGM C 82% YOUTH	17,198.03	10,537.03	16,176.24	16,527.00
IIA/C PGM C 5% INC	9,772.68	4,547.84	888.08	22,019.00
IIA/C STEP 5%	22,580.31	11,749.20	6,429.16	18,860.00
IIA/C 8%-50% GAIN	11,619.04	5,149.66	8,425.29	4,865.00
SFUSD 8% MENTOR/TUTOR	21,813.78	23,912.02	5,177.18	0.00
IIB SYETP	250,214.59	251,271.37	268,503.23	114,008.00
IIB SUMMER STEP	19,749.58	21,657.16	32,102.61	43,566.00
IIIA GEN RR	143,767.22	170,088.97	195,272.12	205,000.00
IIIA Base Closesure	17,785.89	14,133.71	0.00	0.00
IIIA 40%	0.00	37,019.46	0.00	0.00
IIIA 60% FORM EDW	142,740.53	158,751.66	172,570.42	154,239.00
JTPA	**752,717.61**	**809,583.33**	**812,942.09**	**669,393.00**
CHILDREN'S F. - PIC ADMN	24,400.00	24,400.00	24,335.00	24,400.00
CHILDREN'S F - SUMMER	3,643.37	0.00	0.00	0.00
CHILDREN'S F - MINI-STEP	93,320.63	104,408.87	142,651.81	135,891.00
CHILDREN'S FUND	**121,364.00**	**128,808.87**	**166,986.81**	**160,291.00**
ONE-STOP CAREER CENTER	0.00	96,160.44	194,540.36	36,000.00
ONE-STOP TRANSITION	0.00	0.00	0.00	7,500.00
ONE-STOP	**0.00**	**96,160.44**	**194,540.36**	**43,500.00**
Hasyp-pic admin	0.00	17,499.64	0.00	0.00
HASPY	44,964.53	39,984.66	0.00	0.00
HASPY	**44,964.53**	**57,484.30**	**0.00**	**0.00**
MOCD PPI	**111,651.58**	**2,071.28**	**56,976.38**	**56,000.00**
SUPP H. HOMELESS	**98,137.19**	**101,139.32**	**143,090.71**	**102,674.17**
REFUGEE	**136,664.88**	**215,343.38**	**274,869.71**	**251,291.00**
SFRDA	**0.00**	**0.00**	**0.00**	**40,000.00**
Local Job vacancy Survey	**0.00**	**0.00**	**0.00**	**22,878.00**
SAY YES	**14,899.46**	**6,866.77**	**7,683.47**	**6,000.00**
LMI VII	**68,073.22**	**58,087.63**	**75,856.50**	**50,000.00**
JOBS FOR YOUTH	**75,333.86**	**88,175.27**	**81,709.40**	**82,000.00**
EAC	**2,343.50**	**3,046.69**	**2,649.01**	**2,184.00**
VACATION TAKEN	**102,680.49**	**95,205.97**	**131,343.16**	**148,110.00**
SUBTOTAL	2,903,838.93	3,125,112.57	3,692,818.82	3,902,022.63
BDG.	**25,000.00**	**25,000.00**	**0.00**	**0.00**
TOTAL	**2,928,838.93**	**3,150,112.57**	**3,692,818.82**	**3,902,022.63**

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEETING NOTICE

OF THE BOARD OF DIRECTORS

DATE:	Thursday, March 30, 2000
TIME:	Noon —12:30 p.m.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

THIS WILL BE A **CLOSED MEETING** TO DISCUSS PERSONNEL MATTERS

Issued Tuesday, March 21, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEETING NOTICE

OF THE BOARD OF DIRECTORS

DATE:	Tuesday, April 11, 2000
TIME:	3:00 p.m. — 3:30 p.m.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

PROPOSED AGENDA
APRIL 11, 2000

1. Public testimony on proposed agenda items
2. Adoption of an agenda *
3. Homeless Employment Collaborative Year Four Subcontract Recommendations (enclosed) *
4. Public testimony on issues not on the agenda
5. Adjournment *

* May require Council action

Issued Tuesday, April 4, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: BOARD OF DIRECTORS,
PRIVATE INDUSTRY COUNCIL

DATE: APRIL 4, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT PSC

SUBJECT: HOMELESS EMPLOYMENT COLLABORATIVE (HEC) YEAR FOUR SUBCONTRACTS

BACKGROUND

On September 14, 1999 the Council approved the Planning Committee's recommendation to place two HEC subcontractors on probation for the Year Four period October 1, 1999 to September 30, 2000 based on their contract performance as of June 30, 1999. The two agencies were the Center for Employment Training (CET) and the Mission Hiring Hall/South of Market Employment Center (MHH/SOMEC).

Subsequently, the PIC staff received word on November 5, 1999 from CET's Executive Director that the San Francisco CET office would be closing as of December 31, 1999 for financial reasons. As a result, the PIC did not negotiate a contract with CET for Year Four.

In the meantime, MHH/SOMEC has significantly improved its contract performance while on probation as the following data indicates.

Year Three (final results)	Planned Enrollments	24	Actual Enrollments	24
	Planned Placements	15	Actual Placements	9
	Planned Other Positive Terminations	5	Actual Other Positive Terminations	5
Year Four (six month results)	Planned Enrollments	12	Actual Enrollments	14
	Planned Placements	8	Actual Placements	7
	Planned Other Positive Terminations	2	Actual Other Positive Terminations	1

RECOMMENDATION

Based on this data, the PIC staff recommends that MHH/SOMEC be taken off probation and their Year Four HEC subcontract be extended from a six month contract to a twelve month contract. This in effect will increase the amount of their contract from $31,000 to $62,000 and increase their service level from 12 to 24 enrollments, effective April 1, 2000.

cc: PIC Staff
HEC Subcontractors
George Smith, Coordinator Mayor's Office on Homelessness
Bonita Davenport, DHS

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT MINUTES OF THE APRIL 11, 2000 MEETING OF THE BOARD OF DIRECTORS

PRESENT:
Craig Martin, Gary Fitschen, Leslie Luttgens, Carol Piasente, Fairfax Randolph, Barbara Thompson.

ABSENT:
Brent Andrew, Linda Davis, Jack Fitzpatrick.

The meeting was called to order by Craig Martin, Chairman, at 3:08 p.m..

A quorum was established.

Public testimony was presented by Michael Blecker, Executive Director for Swords to Plowshares, representing the Committee of Contracting Agencies (CCA) urging the Board and the Council to move forward as quickly as possible in issuing Request For Proposals (RFPs) to avoid any disruption in programs and services being provided by the subcontractors to the eligible customers.

Motion to adopt the agenda
Moved by Barbara Thompson and seconded by Leslie Luttgens.

Ayes: Gary Fitschen, Leslie Luttgens, Carol Piasente, Fairfax Randolph, Barbara Thompson.
Nays: None.
Abstentions: None.

Motion passed.

Motion to adopt the minutes of the February 25, 2000 meeting
Moved by Barbara Thompson and seconded by Leslie Luttgens.

Ayes: Gary Fitschen, Leslie Luttgens, Carol Piasente, Fairfax Randolph, Barbara Thompson.
Nays: None.
Abstentions: None.

Motion passed.

Motion to accept PIC staff recommendations to remove Mission Hiring Hall/South of Market Employment Center from probation status and extend their Year 4 subcontract for an additional six months and increase their funding to $62,000 and increase their service level to 24 enrollments.
Moved by Barbara Thompson and seconded by Leslie Luttgens.

Ayes: Gary Fitschen, Leslie Luttgens, Carol Piasente, Fairfax Randolph, Barbara Thompson.
Nays: None.
Abstentions: None.

Motion passed.

The meeting was adjourned at 3:15 p.m.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEETING NOTICE

OF THE BOARD OF DIRECTORS

DATE:	Tuesday, April 11, 2000
TIME:	3:30 p.m. — 4:30 p.m.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

THIS WILL BE A **CLOSED MEETING** TO DISCUSS PERSONNEL MATTERS

Issued Tuesday, April 4, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415-554-6083.

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9.20

16/00

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

creating employment opportunities

NOTICE OF A PUBLIC MEETING

OF THE BOARD OF DIRECTORS

DATE:	Tuesday, May 16, 2000
TIME:	2:00 - 3:00 p.m.
LOCATION:	City College of San Francisco. 33 Gough Street Conference Room

PROPOSED AGENDA

1. Public Testimony on Proposed Agenda Items
2. Adoption of an Agenda *
3. Adoption of Minutes for the Board of Directors April 11, 2000 meeting (enclosed) *
4. Additional Welfare-to-Work Funding Recommendation for Women In Community Services (WICS) (enclosed) *
5. Strategic Transition Committee Recommendations for the Workforce Investment Act (WIA) Adult Year-Round Program Selection Criteria (enclosed) *
6. Public Testimony on Issues Not on the Agenda
7. Adjournment *

* May require action by the Committee

Issued Wednesday, May 10, 2000

If you require special accommodation due to a disability, please call Roberta Fazande

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL

DATE: MAY 10, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: ADDITIONAL WELFARE TO WORK FUNDING RECOMMENDATION FOR WOMEN IN COMMUNITY SERVICE (WICS)

BACKGROUND
On October 25, 1999 the Board of Directors approved the Planning Committee's recommendations for subcontracts of four programs: (1) CalWORKs, (2) Formula Welfare-to-Work, (3) Non-Custodial Parents, and (4) Personal Assisted Employment Services. A total of 31 proposals were recommended for immediate negotiation and funding, including WICS (Proposal #47). The funding amount allocated to WICS provided for one training cycle. That cycle was completed and eighty-five percent (85%) of the participants completed the program and are in job search and retention services.

RECOMMENDATION
Staff recommends additional funding in the amount of $295,082 for two additional training cycles. This funding from the State Formula Welfare-to-Work allocation, will increase the amount of the WICS contract from $147,541 to $442,623 and increase their service level from 20 to 60 enrollments effective May 1, 2000.

PIC staff will be available at the meeting to answer any questions.

cc: PIC staff
DHS staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: MEMBERS, BOARD OF DIRECTORS
MAYOR WILLIE L. BROWN, JR.

DATE: MAY 9, 2000

FROM: WILL LIGHTBOURNE, CHAIR, STRATEGIC TRANSITION COMMITTEE

SUBJECT: WIA ADULT AND DISLOCATED WORKER PROGRAM DESIGN AND PROPOSAL SELECTION CRITERIA

The partnership of the Mayor and Private Industry Council is asked to approve:

- This Program Design for adult and dislocated worker services under the Workforce Investment Act (WIA or the Act); and
- Proposed criteria for the selection of PY'2000 "Special Group" subcontractors.

The Committee's meetings in January and February developed the groundwork for this task, culminating in San Francisco's Strategic Five-Year Workforce Investment Plan (San Francisco Plan) submitted to the Governor on February 29th.

On March 16, in a letter from the California Office of Workforce Investment (COWI), the Private Industry Council (PIC) was authorized to be the "interim policy body" responsible for the City's Workforce Investment Act activities. On April 18, the Governor announced the designation of the City and County of San Francisco as one of the State's 51 local workforce investment areas.

The Workforce Investment Act will direct three allocations of funds through the States to local areas. These allocations will create programs (or service delivery systems) for **adults, dislocated workers, and youths**. Each will have its own eligibilities, data collection requirements, and performance measures. What all three programs have in common is initial assessment, the preparation of individual employment plans, and customer choice from among appropriate available services.

Funding amounts to local areas have not been announced by the State.

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A Program Design for youth was approved by the Private Industry Council on May 9. A formal Request For Proposals (RFP) will be issued for programs to serve eligible youths in both summer and year-round programs.

Adult and dislocated worker programs will change. WIA imbues the system with customer choice and creates individual training accounts (vouchers) for use with "off-the-shelf" State-certified training programs identified on its "Eligible Training Provider List" (ETPL).

This memorandum outlines the Strategic Transition Committee's recommendations for a general program design for adults and dislocated workers, suggests broad strategic budgeting priorities, and recommends a solicitation for services to Special Groups. It presents, in brief, the requirements of the Act, objectives of the State's Plan, and the central themes of San Francisco's Strategic Plan, as follows:

OUTLINE

I. BACKGROUND

On July 1, 2000, WIA will replace the Job Training Partnership Act (JTPA) as the principal federal initiative for funding universal workforce preparation services to adults, dislocated workers, and youths.

In San Francisco and throughout the Nation, WIA will change the standards for meeting the needs of employers and job seekers. It redefines performance and accountability and introduces customer choice and customer satisfaction. It is complex legislation, and the Department of Labor's Rules and Regulations have yet to be published in final form.

Governors in each State have broad powers of administration, and several States began implementation last July. California's State Workforce Investment Board has met only twice in preparation for WIA implementation, and has not provided much guidance for local implementation.

WIA revamps the way job-seeking adults and dislocated workers are assisted. It unifies selected workforce development organizations by mandating partnerships among them in the One Stop System. Among its themes are seamless integration of funding streams, customer choice, individual training vouchers for use with State-certified service providers, extended follow-up, and customer satisfaction.

WIA authorizes local Workforce Investment Boards (WIBs) to be responsible for the development of an infrastructure to provide comprehensive services to job seekers and employers. Our existing PIC is a transitional body, trying to get WIA "up and running" until a new WIB is appointed.

A brief review of the design considerations is presented below. Please keep in mind that our collective vision of the new system is a work in progress; the first year will be a transition and learning experience for all.

A. WIA Design Elements

WIA introduces comprehensive, initial assessment of all job seekers at entry and prescribes three levels of services to job seekers — core, intensive, and training — all made available through a One Stop delivery system. Participants unable to obtain employment through core services may receive intensive services, and participants unable to obtain employment through intensive services may receive training.

Please see Attachment A for an in-depth review of the three levels of services.

The Act requires —

- establishment of **One Stop delivery system** and related electronic systems supported by Mandatory Partners and funding streams that offer a full range of services. At least a dozen federally-funded programs are required to make core services available through One Stops, through which any citizen may look for a job, explore work preparation and career development services, and access a range of employment, training, adult and occupational education programs.

- implementation of **Individual Training Accounts** (ITAs) to obtain training. ITAs are provided to eligible individuals through the One Stop delivery system. A participant with an Individual Training Account (voucher for training services) may attend any program on the State ETPL (see below). A program eligible to receive federal student aid funds and apprenticeship programs (registered with the National Apprenticeship Act and State Division of Apprenticeship Standards) are automatically eligible for the first year.

- creation of customer choice in quality services by establishing a State **Eligible Training Providers List** (ETPL), for use as a catalog of off-the-shelf training programs from which an individual can choose and use his or her voucher. Under WIA, any training agency desiring to accept WIA vouchers (or contracts) must be listed on the State's ETPL.

  See Attachment B for a brief flowchart of the State's ETPL system. Because the ETPL is of great importance to training agencies and contractors under WIA, and because procedures for application have been delayed by the State, a special section of the State WIB's Internet website has been set aside to provide ETPL forms at "http://www.calwia.org/documents.html".

- a **"work first" approach** — using the labor market to evaluate the pool of workers seeking employment and training assistance. While any individual is eligible for initial core services at a One Stop facility, those who fail to find work after receiving core services will be the first to be eligible for "intensive services" to help prepare for work or career choice. Then, those who fail to find work after intensive services will be the first to be eligible for vouchers to pay for their training, or, if they have multiple barriers to employment, will be eligible for "Special Group" contracted programs.

B. Funding Formula

WIA allocations are the result of complex federal formulas. After set-asides at the federal level are removed, the remaining funds are then distributed as follows:

For **adult** programs WIA sends 85 percent of adult State grant funds to the local level through a formula based on unemployment data. At the outset, there is no "hold-harmless" at the local level (unless the Governor elects to apply one). The remaining 15 percent is reserved for statewide adult activities at the Governor's discretion.

For **dislocated worker** programs the Act sends State grant funds to the local level under a formula determined by the Governor and based on unemployment, plant closings and mass layoff data.

The State may reserve funds for Statewide activities, including the provision of **Rapid Response** funds to local areas for major layoffs and plant closings. There are no minimum or maximum levels for dislocated worker funds.

C. Performance Accountability System

Rewards and sanctions are among the incentives for high performance at all levels. For the first time in federal training programs, States will be measured against statewide results. States that improve their results over the previous year will be eligible for special incentive grants from the Labor Department. States that fail to improve can get technical assistance for one year, and if failure continues for a second year, can be "fined" up to five percent of the annual grant. Local areas also may be sanctioned for poor performance by reorganization, replacement of the board, or other penalties. Incentive payments to local programs is an option for States.

The Act establishes core indicators of performance for all programs. The Secretary of Labor is required to negotiate the expected levels of performance for each indicator with each State. States then negotiate expected levels of performance with each local area. Negotiations at both levels are to take into account differences in special economic and demographic factors.

Measures specified in the Act follows:

1. Adult Program

   a. Entry into unsubsidized employment;
   b. Retention in unsubsidized employment six months after entry into employment;
   c. Earnings received in unsubsidized employment six months after entry into employment; and
   d. Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or by participants who

are eligible youth age 19 through 21 who enter postsecondary education, advanced training, or unsubsidized employment.

2. Dislocated worker program

   a. Entry into unsubsidized employment;
   b. Retention in unsubsidized employment six months after entry into the employment;
   c. Earnings received in unsubsidized employment six months after entry into the employment relative to earnings of job of dislocation; and
   d. Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment, or by participants who are eligible youth age 19 through 21 who enter postsecondary education, advanced training, or unsubsidized employment.

In addition, a customer satisfaction indicator must be established that measures employers' and participants' satisfaction with the services received under this Act. The inclusion of a customer satisfaction indicator is important because securing employment is not the sole concern when job seekers enter the workforce investment system. Customers, including employers, are also concerned with their access to quality information, their treatment by program staff, and their access to services—in short, how well they feel that the system meets their needs.

States also have the ability to identify additional indicators of performance, and must report annually on a number of other indicators specified in the Act, including employment, retention and earnings (12 months after entry into employment) and performance information on specific population groups.

San Francisco has yet to begin performance negotiations with the State. The Department of Labor has not finalized all performance measures or specified all items of necessary data collection.

D. Eligibility

An **Adult** is a person 18 and older. Older youth (18 and over) are eligible to be served by either the youth or adult allocations; they can access adult systems if their assessment and individual development plan so indicates.

When funds are limited, WIA puts public assistance recipients at the top of the priority list, and permits local areas to designate other groups with multiple barriers to employment. This memo refers to the latter category as "Special Groups."

WIA defines a **Dislocated worker** as an individual who —

"(A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
(ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or
(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One Stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
(iii) is unlikely to return to a previous industry or occupation;
(B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
(iii) for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
(D) is a displaced homemaker."

II. PROGRAM DESIGN RECOMMENDATIONS

A. Recommended Use of Local WIA Funds

Adult allocation and recommended strategic budget:

The State has not yet announced local allocations. Much depends on whether or not the Governor exercises his power to apply a stabilizing "hold-harmless" factor to the distribution of local funds.

Please note:

- California delayed in its designation of local areas and administering entities, and
- California delayed in its development of an application system for the State Eligible Training Provider List, and

- the Governor and State WIB are delayed in making key policy decisions concerning local WIB memberships and Individual Training Account (voucher) procedures, and
- the U.S. Department of Labor has not yet specified all of the necessary items of participant data collection or performance measurement.

The Strategic Transition Committee therefore recommends, for the initial transition year, that —

- to the extent necessary, WIA adult funds be reserved for training and participant support for distribution to ETPL-listed community-based, non-profit agencies to serve Special Groups (individuals with multiple barriers to employment or special needs), using the exception provided in the Act (Section 134(d)(4)(g)(ii)):

  (ii) Exceptions — Training services authorized under this paragraph may be provided pursuant to a contract for services in lieu of an individual training account if the requirements of subparagraph (F) are met and if —
  (I) such services are on-the-job training provided by an employer or customized training; or
  (III) the local board determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment.

  Of this reserve, funding will be set aside for On-the-Job Training (OJT) employer reimbursement and participant support (e.g., childcare and transportation).

The Strategic Transition Committee further recommends that —

- proposals be solicited by a Request For Proposals (RFP) for comprehensive training services subcontracts including recruitment, pre- and post-testing, case management, training, placement, and follow-up of individuals with multiple barriers to employment.

- to the extent necessary, WIA adult funds be used by the WIB and its One Stop Operator for administration, One Stop support, and development of mandatory systems.

See Attachment C for a summary listing of proposed duties of the San Francisco WIB and its One Stop Operator, the Private Industry Council, Inc. (PIC, Inc.).

Dislocated worker allocation and recommended strategic budget:

The State has not issued local dislocated worker allocations.

The Strategic Transition Committee recommends that —

- to the extent necessary, WIA dislocated worker funds be set aside for Individual Training Accounts (ITAs) for use at ETPL-certified training agencies. Individual Training Accounts (see I.A above) will operate much like JTPA's Individual Referrals. Of this amount, funding will be set aside for OJT employer reimbursement and participant support (e.g., childcare and transportation). If not separately financed by the State, it may be necessary to set aside local funds for Rapid Response services;

- to the extent necessary, WIA dislocated worker funds be used by the WIB and its One Stop Operator for administration, One Stop support, and development of mandatory systems.

B. Special Groups to be Served (Adult Allocation Only)

In the development of San Francisco's Plan, members of the Strategic Transition Committee and other interested parties emphasized the needs of the City's Special Groups — those left behind by current labor market dynamics.

After public assistance recipients, Special Groups recognized for priority service in San Francisco's Plan are individuals who have multiple barriers to employment, including "homeless individuals (especially homeless youths); displaced homemakers; low-income individuals, migrant and seasonal farm workers; women; minorities; individuals training for non-traditional employment; veterans; older individuals; people with limited English speaking ability; and people with disabilities."

Also included are those who are computer illiterate, those in single parent homes or unstable family environments, persons with a lack of labor force attachment, and those with a past inability to achieve a living wage.

Note that WIA refers to many groups which are not specifically itemized in our Plan, because repeating the Act's priorities in the Plan would be redundant. Included in WIA's specific designations are older workers, veterans, offenders, substance abusers, housing authority and Section 8 housing residents, refugees, unemployment insurance claimants and exhaustees, individuals leaving Foster Care, victims of domestic abuse, and many others.

C. General RFP Requirements for Special Groups (Adult Allocation Only)

The Committee proposes an adult solicitation limited to community-based organizations (CBOs) and other private organizations, vendors or providers for subcontracts to deliver services to Special Groups. All successful proponents must be certified on the State's ETPL List. ETPL applications will be included in the RFP solicitation process.

Proposals will be invited from providers who are experienced and capable of providing training services to San Francisco's Special Groups.

WIA defines training as:

(i) occupational skills training, including training for nontraditional employment;
(ii) on-the-job training;
(iii) programs that combine workplace training with related instruction, which may include cooperative education programs;
(iv) training programs operated by the private sector;
(v) skill upgrading and retraining;
(vi) entrepreneurial training;
(vii) job readiness training;
(viii) adult education and literacy activities provided in combination with services described in any of clauses (i) through (vii); and
(ix) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training and for which the employer pays not less than 50% of the training costs.

The San Francisco Plan is more focused: "WIA funds will be prioritized through training contracts with CBOs and other vendors or providers to prepare persons with multiple employment barriers for entry level jobs with advancement potential. These jobs are concentrated in clerical, administrative support, and service occupations. Such jobs can often be attained through short term, intensive occupational classroom training and On-the-Job Training. Basic skills remediation and English-as-a-Second Language will be offered in preparation for specific vocational training."

RFP packages with preparation instructions and forms will be available at a Bidders' Conference and immediately after it on the Internet.

Substantial points in the evaluation criteria will be awarded for leveraging other funds. Each proponent will be expected to attest to its method of coordination and linkage with the following (for example) system initiatives and activities:

- One Stop San Francisco and its Access Points,
- First Source Hiring Administration,
- Job Corps,
- others to be identified by the proponent.

Technical assistance will be provided in group sessions by senior members of the PIC staff who have program experience. The RFP package will include a form for making inquiries of the PIC, which may be sent by facsimile transmittal. Responses to inquiries will be published on the PIC's website as soon as possible following fax receipt.

Proponents will be encouraged to apply for the largest possible 12-month project they can reasonably manage. This "ceiling budget" allows the PIC to increase a high-performance contractor's funding if additional adult funds become available.

In San Francisco, funding for successful proposals may be provided from additional public or private sources (other than WIA) that may become available. Examples include local public assistance funds, Governor's discretionary funds, or others to be identified.

WIA funds may be committed to local activities only after the Mayor and PIC/WIB concur on a budget for their expenditure and only when made available by the federal and State governments.

Under strict policies of both the City and PIC, no proposals will be accepted after the due date and time. Incomplete proposals will not receive review or recommendation. All costs associated with the development and preparation of a proposal must be borne by the proponent. A "failed procurement" will be declared if too few quality proposals are received by the PIC, Inc.

A Proposal Review Team will be appointed by the PIC President. No individual will be appointed to the Team if he or she has an economic interest in any of the proponents under consideration; each member will sign a detailed conflict of interest declaration. The Review Team will evaluate proposals and provide recommendations through the PIC President to the Strategic Transition Committee.

No member of the Strategic Transition Committee with a conflict of interest will be allowed to discuss, propose motions, or vote on any matter which affects the funding of individual organizations; each member will be asked to sign a detailed conflict of interest declaration before the Strategic Transition Committee begins deliberations.

D. Tentative Solicitation Timetable

Event	Date
Staff Recommendations to Strategic Transition Committee	May 3, 2000
STC approval of program design and RFP selection criteria	May 9
* Mayor/PIC approval of design and selection criteria	May 16
Announcement of RFP and schedule	May 17
Bidders' Conference	May 24
Due date for proposals	June 7
Proposal review, Staff funding recommendations,	June 16
Strategic Transition Committee public hearing(s)	June 23
* Mayor/PIC approval of subcontracts	June 30
program begins	July 1, 2000

*The Board of Directors may be asked to act for the Private Industry Council at an earlier date.

E. Contracting

The PIC will reserve the right to negotiate proposals and characteristics to insure that all of WIA's mandated performance minimums are met. If supplemental non-WIA funding is offered, goal alteration to comply with differing performance requirements will also be negotiated.

The term of subcontracts may vary, but in general will be for one Program Year (July to June). Renewals (if permitted by Regulation, State Directive, and new WIB) will enable subcontractors with good performance records and ETPL standing to continue for one or two additional years if funds are available.

All subcontractors must agree to:

- Participate as an Access Point in the Internet-based One Stop system;
- Attend development and training sessions designed for continuous improvement of the system;
- Participate in a system-wide referral and tracking system that reports the status of participants funded by funding streams other than WIA (CalWORKs, Welfare-to-Work, Refugee, Homeless, etc.);
- Provide performance data for the annual ETPL process;
- Help develop and collect information for employer and client satisfaction measures; and,
- Provide safe and easily accessible locations that comply with the Americans with Disabilities Act.

III. PROPOSAL SELECTION CRITERIA (Adult Allocation Only)

The RFP will invite proposals consisting of required forms, narrative responses to specific questions, and attachments.

Recommended proposal selection criteria:

	Criteria	Points
A.	**Program Description** Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	35
B.	**Organization and Coordination** Proposed organization of the project, and linkages with employers, institutions, and other agencies in the adult service system.	25
C.	**Experience with Special Populations** Proof of prior experience in workforce development with Special Groups, and past performance in serving persons with multiple barriers.	30
D.	**Administration and Financial Management** Prior experience and track record in managing adult service programs, and overall completeness of proposal.	10
	TOTAL POINTS	100

The RFP will emphasize to proponents the importance of attending public hearings conducted by the Strategic Transition Committee in preparation for its recommendations to the Mayor and PIC/WIB. Appeals by proponents will be heard and acted upon only at the STC's public hearings. The burden of communications is on the proponent.

cc: All PIC Subcontractors
One Stop Partners and Access Points
PIC Transitional Youth Council

Attachment A. One Stop Core, Intensive, and Training Services

Core services are intended as a community resource that San Franciscans can use throughout their lifetime to enhance their job skills. Previously, only (EDD's) Wagner-Peyser funds could be used to provide labor market information and labor exchange services for any employer or job seeker without regard to specific program eligibility. WIA expands the concept of universal access to all core services provided through the One Stop system. By integrating the services offered through multiple programs and using available technology, the One Stop system will be able to offer customers — job seekers and employers — a choice of any or all core services and information. The combination of Wagner-Peyser funds, funds from the Workforce Investment Act, and funds from other One Stop partners should result in an expansion of accessibility to core services.

Examples of Core Services include:

- Determination of eligibility for services;
- Outreach, intake (which may include worker profiling), and orientation to the One Stop system;
- Initial assessment;
- Job search and placement assistance, and career counseling;
- Provision of labor market information;
- Provision of information on: eligible training providers; local performance outcomes; One Stop activities; filing claims for Unemployment Insurance; supportive services;
- Assistance in establishing eligibility for Welfare-to-Work and other programs and financial aid assistance; and,
- Follow-up service.

Intensive services may be provided to adults and dislocated workers who are unemployed and are unable to obtain employment through core services, if the One Stop operator determines that the individual is in need of more intensive services in order to obtain employment. Adults and dislocated workers who are employed, but who are determined by the One Stop Operator to be in need of intensive additional services in order to obtain or retain employment that allows for self-sufficiency are eligible to receive intensive services.

Intensive Services include:

- Comprehensive and specialized assessments of skill levels (i.e., diagnostic testing);
- Development of an individual employment plan;
- Group counseling;
- Individual counseling and career planning;
- Case management;

- Short-term prevocational services; and,
- Follow-up services.

Intensive services may be provided by One Stop Operators or through contracts with service providers, including contracts with public, private for-profit and private nonprofit service providers.

Local boards cannot directly provide intensive services unless the chief local elected official and the Governor agree to allow the board to provide such services. If the local board and the Governor determine that there is a shortage of adult funds in the local area, they will direct the One Stop Operator to give priority in the use of these funds for intensive services to welfare recipients and other low-income individuals.

Training services are intended for individuals who are unable to obtain or retain employment through intensive services. Through the One Stop system, these individuals will be evaluated to determine whether or not they are in need of training and if they possess the skills and qualifications needed to participate successfully in the training program in which they express an interest. Training services must be directly linked to occupations that are in demand in the local area. As with intensive services, in areas where the local board and the Governor determine that adult funds are limited, welfare recipients and other low-income individuals shall receive priority in the use of such funds for training services.

The underlying principle of the provision of training services under the Act is customer choice. One Stop centers will provide access to consumer information relating to training providers that can assist individuals in gaining relevant skills — including information on the performance of such providers in placing graduates in employment. Through local boards, each State will compile a list of eligible training providers that meet performance levels as set by the Governor, and adjusted upward, as appropriate, by local boards. Individuals may choose any provider from the list of approved providers.

The Act creates a market-based system for training services, and will provide "a level-playing field" for a wide array of providers — large and small, public and private. Those who provide training services under the Act will have to meet the test private businesses face every day. They will have to deliver value to their customers, or risk losing them. With individuals making their choices based on past performance, ineffective training providers will not survive.

With limited exceptions, training services will be provided through the use of Individual Training Accounts (ITAs). States and local boards will determine how to structure the ITA system in their local areas. For example, an ITA could take a variety of forms such as a voucher, credit, debit card, or even a repository for training funds from other programs. In addition, the law does not prescribe a limit

on the amount that may be provided to assist an individual in obtaining training, but does not preclude a State or locality from establishing such limits.

Training services may be provided through a contract for services instead of an ITA only if: (1) such services are On-the-Job training provided by an employer or customized training; (2) the local board determines there are an insufficient number of eligible providers of training services in the local area (such as rural areas) to accomplish the purposes of the ITA system; or (3) the local board determines that there is a training program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment (e.g., individuals with substantial language or cultural barriers, offenders, homeless individuals, or other hard-to-serve populations as determined by the Governor).

Local boards may not directly provide training services unless they receive a waiver from the Governor. Since the intent of the Act is to reform the local service delivery system, and to move away from the current practice of contracting for blocks of services, and then finding participants to fill them --- these exceptions are meant to be limited.

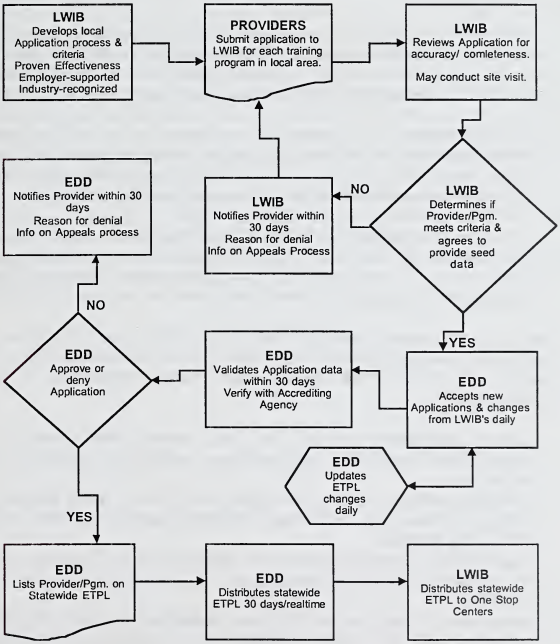
Training services include:

- basic skills training;
- occupational skills training;
- on-the-job training;
- customized training;
- programs that combine workplace training with related instruction, which may include cooperative education programs;
- private sector operated training programs;
- skill upgrading and retraining;
- entrepreneurial training; and,
- customized training conducted with a commitment by an employer to employ an individual upon successful completion of the training.

San Francisco's Strategic Plan states: "It is our intention to have the transition from Core, to Intensive, to Training Services be immediate from the perspective of the client. We do not want to have the client experience a failure-based system."

Attachment B. Requirements of the Eligible Training Provider List (ETPL)

Each State must establish a program for screening WIA training providers, both public and private, on the basis of the results they can document each year from satisfied customers. To be eligible, providers submit an application to the local WIB which includes performance and cost information. Detailed information on the providers must be displayed at One Stops where customers getting vouchers to pay for training can make informed choices. The local workforce investment board submits the list of such providers to the State, which may remove a provider in the event such provider fails to meet minimum levels of performance.



Attachment C. Duties of the SF WIB and PIC, Inc. as One Stop Operator

WIA envisions a strong role and broad responsibilities for the business-led WIB. The WIB will assume a leadership position to realign current education and training resources to more strategically address workforce needs.

WIBs are urged to focus on several key principles:

- Streamlining services. Multiple employment and training programs must be integrated at the "street level" through the One Stop delivery system. An integrated system will simplify and expand access to services for job seekers and employers.

- Empowering individuals. Individual Training Accounts will enable eligible participants to choose the qualified training program that best meets their needs. The development of "consumer reports" containing information for each training provider will allow individuals to make informed training choices.

- Universal access. Through the One Stop system, every individual can obtain job search assistance as well as labor market information about job vacancies, the skills needed for occupations in demand, wages paid, and other relevant employment trends in the local, regional and national economy.

- Increased accountability. States, WIBs, One Stops, partners and training providers will be held accountable for their performance. Core indicators of performance — including job placement rates, earnings, retention in employment, skill gains, and credentials earned — will have to be met.

The PIC, Inc. (operating under that name or another fictitious business name to be determined later) will perform the duties of Administrative Entity (or One Stop Operator). The WIB will hold the One Stop Operator responsible for the following WIA functions:

- general coordination of the One Stop system, with reliance on existing management committees and operations workgroups created by and among the partners;
- assistance with access point development and their Internet presence;
- initial acceptance and verification of Eligible Training Provider List applications for training services;
- dissemination of State-certified ETPL information to all One Stop partners;
- coordination of customer satisfaction data collection, including analysis and reporting;
- coordination of labor market information collection, analysis, and dissemination, including gap and sector analysis with business and organized labor volunteers;

- grant management, procurement (solicitation of goods and services), and accounting for all WIA funds;
- program planning, budgeting, and funding recommendation, participant data management, grant reporting and locally-driven evaluation for all WIA-funded One Stop activities;
- development of uniform applications for services and protection of confidentiality;
- long-term follow-up data collection, summarization, and reporting;
- coordination of One Stop personnel development, staff training, system building and continuous improvement;
- integration of funding streams and resource leveraging;
- collection of "community specialist" information to provide "wrap-around" connection services for special groups
- centralized marketing and public relations, including focused outreach to selected communities and client groups;
- centralized Internet service provision, electronic system development, and continuous update of website content;
- contract administration, Americans with Disabilities Act (ADA) compliance monitoring, service deliverer communications and information dissemination;
- municipal government relations and coordination with department initiatives;
- tax credit assistance and Enterprise Community/Zone benefit information for employers or other business customers;
- coordination of rapid response assistance activities for dislocated workers, including formation of labor-management committees, regional response teams, or base-closure economic development groups; and,
- other workforce development duties as may arise in response to economic change over the next five years.

PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: PIC BOARD OF DIRECTORS **DATE:** MAY 26, 2000

FROM: PAMELA S. CALLOWAY for PSC

SUBJECT: NEXT MEETINGS OF THE BOARD.

The next meetings of the PIC Board of Directors are very crucial ones as they will deal with recommendations for the Year Round Youth Programs and Year Round Adult Programs. Please mark your calendars now and contact Amparo Graham at our office to let her know if you will be able to attend either or both of the meetings.

The Board of Directors is scheduled as follows:

	YEAR ROUND YOUTH PROGRAM	YEAR ROUND ADULT PROGRAM
Time:	3:00 to 4:30 p.m.	3:00 to 4:30 p.m
Date:	Friday, June 23, 2000	Friday, June 30, 2000
Location	PG&E Energy Center 851 Howard Street San Francisco, CA 94105	PG&E Energy Center 851 Howard Street San Francisco, CA 94105

The recommendations from the Transitional Youth Council (TYC) will be sent to you as soon as possible after their June 13, 2000 meeting as will the recommendations from the Strategic Transition Committee (STC) be sent to you as soon as possible after their June 23, 2000 meeting.

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NOTICE OF A PUBLIC MEETING
OF THE BOARD OF DIRECTORS

DATE:	Friday June 23, 2000
TIME:	3:00 - 4:30 p.m.
LOCATION:	PG&E Energy Center 851 Howard Street Auditorium

PROPOSED AGENDA

Public testimony will be taken throughout the meeting

1. Adoption of an Agenda *
2. Adoption of Minutes for the Board of Directors April 11, 2000 meeting (previously mailed) *
3. Conflict of Interest Statements (informational copy enclosed, original to be signed and submitted at the June 23rd meeting)
4. Transitional Youth Council Recommendations for the WIA Year Round Youth Programs * (enclosed)
5. Welfare-to-Work Recommendation for Women In Community Service (WICS) *
6. Board Authorization for Mayor's Office of Community Development Grant (Business Services) *
7. Agenda Items for Next Board Meeting
8. Adjournment

* May require action by the Strategic Transitional Committee

Issued Friday, June 16, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415-554-6083.

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MEMORANDUM

TO: GREG MARUTANI, COUNCIL SECRETARY **DATE:** «Date»

FROM: «First» «Last», «Position»

SUBJECT: CONFLICT OF INTEREST STATEMENT FOR WORKFORCE INVESTMENT (WIA) YEAR ROUND YOUTH PROGRAMS.

STATEMENT I

I have reviewed the names of the organizations listed below and, by my signature, I certify that as of this date:

A. I am not an officer, member of the Board of Directors, or an employee of any of those organizations;

B. I am not related by blood or by marriage to any person who is an officer, member of the governing Board of Directors, or an employee of any of the organizations listed below; and

C. I have no other "economic or special interests" in any of the organizations listed below which would be in conflict with my responsibilities as a member of the PIC Board of Directors reviewing and recommending any of them for funding.

PROPONENTS

Academy of Dental Science	Mission Language & Vocational School
Arriba Juntos	Mission Neighborhood Centers, Inc.
Asian Neighborhood Design	New Direction
Career Resources Development Center	Potrero Hill Neighborhood House, Inc.
Columbia Park Boys & Girls Club	Presidio Community YMCA
Ella Hill Hutch Community Center	Renaissance S.E.P.
Florence Crittenton Services	S.F. Boys and Girls Club
Intercultural Institute of California	S.F. Conservation Corps
Jewish Family & Children's Service	S.F. League of Urban Gardeners
Jewish Vocational Service	S.F. Unified School District
Juma Ventures	The Family School
Larkin Street Youth Center	West Bay Pilipino Multiservice
Mission Hiring Hall, Inc.	Young Community Developers

SIGNATURE DATE

If you have a conflict, complete Statement II on the reverse side

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MEMORANDUM

TO: MAYOR BROWN
MEMBERS, PIC BOARD OF DIRECTORS

DATE: JUNE 13, 2000

FROM: ROBERT ANYON AND LUCY SCARBROUGH, CO-CHAIRS
PIC TRANSITIONAL YOUTH COUNCIL

SUBJECT: TRANSITIONAL YOUTH COUNCIL RECOMMENDATIONS FOR YOUTH PROGRAMS UNDER THE WORKFORCE INVESTMENT ACT (PY'2000)

The Mayor and Private Industry Council (PIC) are asked to approve an expenditure plan for $1,471,903 in Workforce Investment Act (WIA) Title I-B Youth funds for the period July 1, 2000 through June 30, 2001 (Program Year 2000).

BACKGROUND

Youth development services for the initial year of WIA must be available on July 1, 2000. In preparation, during this year:

- On Feb. 29 the Mayor and PIC submitted to the State a *Strategic Five-Year Local Workforce Investment Plan* for use of WIA youth, adult, and dislocated worker funds. This plan was conditionally approved by the State on June 9;
- On April 24 and May 1 the Transitional Youth Council (TYC) approved *a Youth Program Design and Proposed Solicitation Criteria* for PY'2000 youth services;
- On May 9 the Mayor and PIC Board of Directors approved the TYC's recommended *Youth Program Design and Solicitation Criteria*;
- On May 12 a Bidders' Conference was held to distribute a Request For Proposal (RFP) to interested members of the City's youth organizations and institutions;
- On May 17 the PIC Staff held a technical assistance session to answer questions about the RFP and provide uniform advice to all bidders;
- On May 17 the California Employment Development Department published initial WIA Allocations;
- On May 26 thirty (30) proposals for youth services were received in the PIC Office by the 5:00 PM deadline; and
- On June 13 a quorum of the TYC held a three hour public hearing to review Staff recommendations and hear public testimony regarding the selection of proposals.

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WIA YOUTH ALLOCATION AND RECOMMENDED STRATEGIC BUDGET

This past year's (July 1999-June 2000) Job Training Partnership Act (JTPA) allocations for youth programs under Titles II-B and II-C totaled $2,662,729. WIA's youth allocation of $1,471,903 is 55% of last year's JTPA allocations. Most of the reduction reflects the Governor's decision **not** to apply a stabilizing "hold harmless" factor to the youth allocation to help mitigate the effects of the WIA funding formulas.

Four strategic budgeting decisions were made before consideration of the proposals:

1. Not more than 10% may be expended for PIC administration (WIA law);
2. At least 30% of the total youth allocation must be expended for Out-of-School Youth activities, and expense for youth in alternative schools may not be counted against the 30% requirement (WIA law);
3. $280,000 is directed to the SFUSD's STEP School To Career program in order to leverage funding from the City and County Department of Children, Youth and Their Families (recommendation of TYC approved by Mayor and PIC on May 9, 2000); and
4. The WIA youth allocation should share in providing support to the "One Stop San Francisco" system and its infrastructure development (*Strategic Five-Year Plan* including "citywide coordination and referral, youth services inventories, and systems for performance accountability and customer satisfaction").

After reserving 10% for Administration and 15% for One Stop support, the TYC recommends dividing the remaining 75% equally between In-School and Out-of-School programs.

WIA YOUTH ALLOCATION (PY'2000)	
PIC Administration	147,190
One Stop Support	220,787
Out-of-School Programs	551,963
In-School Programs (incl. STEP)	551,963
Total Available	**1,471,903**

RECOMMENDED IN-SCHOOL PROGRAMS

The San Francisco Unified School District's STEP program will serve 125 youth. In addition, the following proposals are recommended:

Prop. No.	Proponent	Subcontract $ Recommended	Set-aside $ Recommended	Total $ Recommended	Youth to be Served
15	Juma Ventures (JUMA)	$ 56,943	$ 10,988	$ 67,931	17
21	Young Community Developers (YCD)	$ 100,767	$ -	$ 100,767	23
9	S.F. League of Urban Gardeners (SLUG)	$ 69,515	$ 33,750	$ 103,265	10
		$ 227,225	**$ 44,738**	**$ 271,963**	**50**

RECOMMENDED OUT-OF-SCHOOL PROGRAMS

Prop. No.	Proponent	Subcontract $ Recommended	Set-aside $ Recommended	Total $ Recommended	Youth to be Served
14	Juma Ventures (JUMA)	$ 67,073	$ 12,927	$ 80,000	20
8	The Family School (TFS)	$ 117,417	$ -	$ 117,417	37
23	Jewish Vocational Service (JVS)	$ 91,126	$ -	$ 91,126	40
28	Mission Lang. & Voc. School (MLVS)	$ 85,860	$ -	$ 85,860	30
11	Asian Neighborhood Design (AND)	$ 34,336	$ 28,064	$ 62,400	12
4	Mission Hiring Hall (MHH)	$ 60,000	$ 7,500	$ 67,500	11
	Support Svcs. Pool (for all programs)		$ 47,660	$ 47,660	N/A
		$ 455,812	**$ 96,151**	**$ 551,963**	**150**

Heavy childcare costs could exceed the set-aside for Support Services. If any additional WIA funds become available, they should be used to increase the Supportive Services pool. If youth are TANF eligible, childcare costs may be paid by a source other than WIA.

YOG AND AB 926 CONSIDERATION

The TYC recommends that high scoring competitors in this solicitation be considered for Youth Opportunity Grant (YOG) funds and AB 926 At-Risk Youth funds, wherever possible and appropriate, without resubmitting their proposals to a separate solicitation.

YOUR NEXT PIC BOARD MEETING

Your Friday, June 23rd Board of Directors meeting will be held at the PG&E Energy Center from 3 PM to 4:30 PM.

At the meeting, you will be asked to sign a declaration regarding any conflict of interest you may have with any of the proponent agencies (copy enclosed). If you have a conflict, or the appearance of a conflict, please contact Raymond Holland with your questions. Generally you should avoid discussing the agenda item, avoid making or seconding motions, and abstain from voting on any matter where a conflict may exist.

cc: All Proponents
Members, PIC Transitional Youth Council and Strategic Transition Committee

9.20

6/30/00

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NOTICE OF A PUBLIC MEETING OF THE BOARD OF DIRECTORS

DATE:	Friday June 30, 2000
TIME:	3:00 - 4:30 p.m.
LOCATION:	PG&E Energy Center 851 Howard Street Auditorium

PROPOSED AGENDA

1. Public Testimony on Proposed Agenda Items
2. Adoption of an Agenda *
3. Adoption of Minutes for the Board of Directors June 23, 2000 meeting (to be mailed) *
4. Conflict of Interest Statements (informational copy enclosed, original to be signed and submitted at the June 30th meeting)
5. Strategic Transition Committee Recommendations for the WIA Year Round Adult Programs * (enclosed)
6. Status Report on *Tomorrow's Transition to the WIA* (to be presented orally, in writing, or both at the June 30th meeting).
7. Agenda Items for Next Board Meeting
8. Public Testimony on Issues Not on the Agenda
9. Adjournment

* May require action by the Council

Issued Monday, June 26, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

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MEMORANDUM

TO: MAYOR BROWN
MEMBERS, PIC BOARD OF DIRECTORS

DATE: JUNE 23, 2000

FROM: WILL LIGHTBOURNE, STRATEGIC TRANSITION COMMITTEE

RA for WL

SUBJECT: STRATEGIC TRANSITION COMMITTEE RECOMMENDATIONS FOR PY'2000 WIA ADULT PROGRAMS

The Mayor and Private Industry Council (PIC) are asked to approve an expenditure plan for $2,102,809 in Workforce Investment Act (WIA) Title I-B Adult funds for the period July 1, 2000 through June 30, 2001 (Program Year 2000).

BACKGROUND

WIA's implementation timeline requires that services be made available on July 1, 2000. In preparation, during this year:

- On Feb. 29 the Mayor and Private Industry Council (PIC) submitted to the State a *Strategic Five-Year Local Workforce Investment Plan* for use of WIA youth, adult and dislocated worker funds. This Plan was conditionally approved by the State on June 9;
- On May 16 the Strategic Transition Committee (STC) approved an *Adult Program Design and Proposed Solicitation Criteria* for PY'2000 adult and dislocated worker employment and training services;
- On May 17 the State Employment Development Department published initial WIA Allocations;
- On May 24 a Bidders' Conference was held to distribute a Request For Proposal (RFP) for adult services. Included were instructions and forms for preparing applications for certification to the State's "Eligible Training Provider List" (ETPL);
- On May 31 the PIC Staff held a technical assistance session to answer questions about the RFP and provide uniform advice to all bidders; and
- On June 7 fifty-six (56) proposals for adult services were received in the PIC Office by the 5:00 PM deadline.

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WIA ADULT ALLOCATION AND RECOMMENDED STRATEGIC BUDGET

This past year's final Job Training Partnership Act (JTPA) allocations for adult programs under Title II-A (77% Adult and 5% Older Individuals) totaled $2,270,431. WIA's adult allocation of $2,102,809 is at least a 7% reduction from those final JTPA allocations.

Two strategic budgeting decisions were made before consideration of the proposals:

1. Not more than 10% may be expended for PIC administration (WIA law); and
2. The WIA adult allocation should share in providing support to the "One Stop San Francisco" system and its infrastructure development (*Strategic Five-Year Plan* including citywide coordination and referral, individual assistance at the One Stop, Internet services, and systems for performance accountability and customer satisfaction).

After reserving 10% for Administration and 15% for One Stop support, the Committee recommends distributing the remaining 75% among sixteen full-service employment and training programs and a Supportive Services pool.

A Supportive Services pool pays for child care, transportation, tools, uniforms, etc., for participants with needs in those areas.

WIA ADULT ALLOCATION (PY'2000)	
PIC Administration	210,281
One Stop Support	315,421
• Construction / Maintenance	142,580
• Office Technology	278,475
• Food Service	97,382
• Health Careers	140,679
• Housekeeping	167,243
• Job Readiness	54,555
• On-Job-Training Brokers	278,707
• OJT Pool (Empl. Reimbursement	219,761
Participant Support Pool	197,725
Total Available	**2,102,809**

COMPETITIVE CONSIDERATIONS

The *Five-Year Plan* (a "plan to plan") and our Adult RFP were developed and issued during this transition year for California without clear guidance or experience from regulatory authorities (State and National DOL). The priority for San Francisco as stated in the Five-Year Plan is "minimal disruption in service to special populations." To make services available by July 1, we have taken calculated risks, including this solicitation of subcontracts for individuals with multiple barriers. As WIA requirements and evolving State policy become clearly communicated to local areas (including, but not limited to performance goals and measurements, Individual Training Accounts, and required Core and Intensive Services), we will develop the systems necessary to insure successful youth and adult services for San Franciscans. This is a learning opportunity for all.

Total funding requested by all 56 adult proposals was $9,142,981. Six of the proposals are for services in future program years 2001 or 2002. Sixteen programs are recommended, and in summary —

- Only one proposal was recommended for the full amount requested. In most cases, the recommended proposals have been reduced from the amounts requested both in dollars and in persons to be served;
- All proposals are for services to special populations with multiple barriers to employment;
- All proponents are also recipients of *Welfare to Work* or other tax dollars, and thus all show substantial amounts of leveraged funds; and
- All proposals included an application for listing on the State's Eligible Training Provider List (ETPL), but many if not all of the applications are incomplete.

In the opinion of the Committee, the proposals recommended are the most competitive, show evidence of labor demand and employer connection, and propose to deliver services to a special group with multiple barriers at a reasonable price.

SUMMARY OF COMMITTEE DELIBERATIONS

A quorum of members attended the Committee's June 23rd meeting. All members were advised of their responsibilities under Conflict of Interest rules and signed related declarations. Members with conflicts did not participate in the discussions, make or second motions, or vote.

Members of the Committee posed a number of questions to the Staff to better their understanding of the process used to review proposals and of the logic used in making decisions. Staff advised the Committee that additional funding might be forthcoming from the State, depending on the Governor's decisions for his discretionary WIA funds. Additional WIA funding (if any) may be awarded to competitors in this solicitation after public consideration by this Committee.

All proponents received copies of the Staff's summary recommendations to the Committee and were invited to advocate for their proposals by providing public testimony. Proponents were advised that an award recommendation constituted a counter proposal and that they should "consider carefully the numerical details of the recommendation and determine if services can be delivered to the recommended number of participants for the dollars shown."

Testimony was limited to two minutes by a single representative of each proponent agency. Approximately six agencies spoke for their proposals or asked for clarification of statements. No proponent with a recommendation for funding appealed to the Committee for alteration of the terms of its award.

RECOMMENDED EMPLOYMENT AND TRAINING PROGRAMS

Prop. No.	Proponent	Target Occupations	Total $ Recommended	No. to be Served
34	Goodwill Industries	Office Technology	$ 19,427	10
45	Mission Language & Voc. School (MLVS)	Office Technology	$ 92,973	30
15	Intercultural Institute of California (IIC)	Office Technology	$ 109,445	28
43	San Francisco Vocational Services (SFVS)	Office Technology	$ 56,630	10
35	Asian Neighborhood Design (AND)	Construction / Maintenance	$ 72,362	18
49	Young Community Developers (YCD)	Construction / Maintenance	$ 70,218	15
5	Haight Ashbury Food Program (HAFP)	Food Service	$ 51,000	10
12	Ella Hill Hutch Community Center (EHH)	Food Service	$ 46,382	12
11	Self Help for the Elderly (SHE-HHA)	Health Careers	$ 37,055	9
18	Arriba Juntos (AJ)	Health Careers	$ 103,624	25
40	Self-Help for the Elderly (SHE)	Housekeeping	$ 167,243	45
1	The Family School	Job Readiness	$ 54,555	15
17	No. Calif. Service League (NCSL)	OJT Broker	$ 90,577	26
26	Arriba Juntos (AJ)	OJT Broker	$ 90,120	30
39	Jewish Vocational Service (JVS)	OJT Broker	$ 28,010	10
52	Swords to Plowshares (STP)	OJT Broker	$ 70,000	20
	OJT set-aside (employer reimbursement pool)	OJT pool	$ 219,761	N/A
		TOTALS =	**$ 1,379,382**	**313**

All proposals listed are recommended subject to successful completion of ETPL applications, subsequent certification to the State's ETPL list, and successful negotiation and execution of subcontracts with representatives of the PIC, Inc.

RECOMMENDED USE OF ADDITIONAL WIA FUNDS (IF ANY)

Heavy childcare or other support costs could exceed the set-aside for Support Services. If any additional WIA funds become available, their "first use" should be to increase the Supportive Services pool. If participants are eligible for other programs (e.g., TANF), childcare costs will be paid by a source other than WIA.

YOUR NEXT MEETING

The Board of Directors' Friday, June 30th public meeting will be held at the PG&E Energy Center from 3 PM to 4:30 PM.

Before the meeting begins, Board members will be asked to sign a declaration regarding any conflict of interest they may have with any of the proponent agencies (copy attached). If individuals have questions about a conflict, or the appearance of a conflict, please contact Raymond Holland. Those with a conflict are required to avoid participating in the discussion of the agenda item, to refrain from making or seconding motions, and to abstain from voting on any matter where a conflict exists. Nevertheless, individuals with conflicts of interest with regard to particular agenda items are counted as part of the quorum necessary to constitute a "meeting."

Enclosures

cc: All Proponents
Members, PIC Strategic Transition Committee
Members, PIC Transitional Youth Council

Strategic Transition Committee
Year Round Adult Proposals Sorted by Description and Point Score

No.	Proponent	Amount	Svc	Description	Pts.	Rec. Amt.	Rec. Svc
34	Goodwill Industries-Office Technology	$98,776	50	Computer Skills	91	$19,427	10
45	Mission Language & Vocational School	$283,228	120	Computer Skills	91	$92,973	30
15	Intercultural Institute of California	$194,998	50	Computer Skills	87	$109,445	28
43	S.F. Vocational Services-Computer Trng.	$244,139	40	Computer Skills	86	$56,630	10
13	*Positive Resource Center*	*$77,595*	*24*	*Computer Skills*	*85*	*$0*	*0*
46	*Glide Church*	*$499,184*	*150*	*Computer Skills*	*85*	*$0*	*0*
38	*Jewish Vocational Service-Computer Trng.*	*$54,733*	*15*	*Computer Skills*	*78*	*$0*	*0*
41	*Self Help for the Elderly-Office/Computer*	*$66,793*	*10*	*Computer Skills*	*74*	*$0*	*0*
29	*Arriba Juntos-Computer Ctr. Trng.*	*$307,247*	*60*	*Computer Skills*	*74*	*$0*	*0*
37	*Recovery Survival Network*	*$336,032*	*100*	*Computer Skills*	*73*	*$0*	*0*
44	*City College of S.F. Clerical Training*	*$375,000*	*100*	*Computer Skills*	*67*	*$0*	*0*
55	*Women in Community Service, Inc.*	*$48,660*	*5*	*Computer Skills*	*62*	*$0*	*0*
47	*African Immigrant and Refugee Resource Ctr.*	*$302,923*	*100*	*Computer Skills*	*56*	*$0*	*0*
54	*Renaissance Parents of Success*	*$332,030*	*100*	*Computer Skills*	*50*	*$0*	*0*
35	Asian Neighborhood Design	$102,000	25	Constr./Cabinet/Mainten.	91	$72,362	18
49	Young Community Developers-CTT	$187,248	40	Constr./Cabinet/Mainten.	90	$70,218	15
09	*Mission Hiring Hall, Inc.*	*$135,000*	*22*	*Constr./Cabinet/Mainten.*	*85*	*$0*	*0*
04	*Chinese Newcomers Service Center*	*$97,125*	*25*	*Constr./Cabinet/Mainten.*	*82*	*$0*	*0*
50	*Young Community Developers-OTCC*	*$181,741*	*40*	*Constr./Cabinet/Mainten.*	*77*	*$0*	*0*
51	*Young Community Developers-CEEP*	*$102,815*	*40*	*Constr./Cabinet/Mainten.*	*50*	*$0*	*0*
05	Haight Ashbury Food Program	$118,088	12	Food Service	92	$51,000	10
12	Ella Hill Hutch Community Center	$115,547	15	Food Service	87	$46,382	12
16	*Episcopal Community Services*	*$87,316*	*56*	*Food Service*	*83*	*$0*	*0*
11	Self Help for the Elderly	$106,375	24	Health Careers	91	$37,055	9
18	Arriba Juntos-Health Careers Training	$103,625	25	Health Careers	87	$103,624	25
19	*Arriba Juntos-Ayuda Program*	*$103,638*	*25*	*Health Careers*	*87*	*$0*	*0*
20	*Arriba Juntos-Apoyo Program*	*$106,158*	*30*	*Health Careers*	*77*	*$0*	*0*
21	*Arriba Juntos-Homecare Works*	*$88,310*	*40*	*Health Careers*	*68*	*$0*	*0*
02	*C.E.T.S. Inc.*	*$177,040*	*50*	*Health Careers*	*57*	*$0*	*0*
40	Self Help for the Elderly-Housekeeping	$178,123	48	Housekeeping	91	$167,243	45
01	The Family School	$523,817	144	Job Readiness	90	$54,555	15
10	*Mission Hiring Hall, Inc. (HEC 2001) **	*$62,000*	*24*	*Job Readiness*	*88*	*$0*	*0*
14	*Central City Hospitality House (HEC 2001) **	*$37,348*	*55*	*Job Readiness*	*88*	*$0*	*0*
33	*Goodwill Industries-Work readiness*	*$104,920*	*60*	*Job Readiness*	*84*	*$0*	*0*
07	*Toolworks*	*$55,600*	*24*	*Job Readiness*	*83*	*$0*	*0*
03	*The Skills Center of Episcopal Comm. Svc*	*$58,000*	*75*	*Job Readiness*	*81*	*$0*	*0*
08	*Milestone Human Services, Inc.*	*$146,528*	*100*	*Job Readiness*	*81*	*$0*	*0*
30	*Community Housing Partnership (HEC 2001) **	*$102,220*	*75*	*Job Readiness*	*68*	*$0*	*0*
32	*Supportive Housing Employment Collab. (2002)**	*$441,811*	*300*	*Job Readiness*	*66*	*$0*	*0*
23	*Arriba Juntos-Job Readiness/ESL*	*$99,330*	*50*	*Job Readiness*	*62*	*$0*	*0*
22	*Arriba Juntos-Job Readiness Trng.*	*$91,708*	*100*	*Job Readiness*	*58*	*$0*	*0*
24	*Arriba Juntos-Job Readiness/BRE*	*$99,330*	*50*	*Job Readiness*	*53*	*$0*	*0*
48	*Young Community Developers-Svc.Ind.*	*$123,246*	*40*	*Miscellaneous*	*74*	*$0*	*0*
27	*Arriba Juntos-Individual Referral*	*$120,188*	*40*	*Miscellaneous*	*73*	*$0*	*0*
28	*Arriba Juntos-Career Advancement Prog.*	*$152,106*	*45*	*Miscellaneous*	*65*	*$0*	*0*
53	*Renaissance Entrepreneurship Ctr.*	*$50,000*	*20*	*Miscellaneous*	*63*	*$0*	*0*
25	*Arriba Juntos-WORC*	*$134,287*	*60*	*Miscellaneous*	*52*	*$0*	*0*
36	*TechProse*	*$800,000*	*182*	*Miscellaneous*	*51*	*$0*	*0*
56	*Oxman College*	*$27,000*	*40*	*Miscellaneous*	*50*	*$0*	*0*
06	*Toolworks (HEC 2001) **	*$76,010*	*15*	*On-the Job Training*	*90*	*$0*	*0*
26	Arriba Juntos-OJT	$120,188	40	On-the-Job Training	90	$90,120	30
17	Northern California Service League	$150,500	43	On-the-Job Training	90	$90,577	26
39	Jewish Vocational Service-OJT	$56,026	20	On-the-Job Training	87	$28,010	10
52	Swords to Plowshares	$175,000	50	On-the-Job Training	85	$70,000	20
42	*S.F. Vocational Services-OJT*	*$27,989*	*8*	*On-the-Job Training*	*84*	*$0*	*0*
31	*Community Housing Partnership-MWC (2001) **	*$96,344*	*35*	*On-the-Job Training*	*71*	*$0*	*0*
	Totals	$9,142,981	3,136			$1,159,621	313

* Indicates proponent is seeking future funding.

6/26/00

Strategic Transition Committee
Year Round Adult Proposals Sorted by Description and Point Score

No.	Proponent	Amount	Svc	Description	Pts.	Rec. Amt.	Rec. Svc
34	Goodwill Industries-Office Technology	$98,776	50	Computer Skills	91	$19,427	10
45	Mission Language & Vocational School	$283,228	120	Computer Skills	91	$92,973	30
15	Intercultural Institute of California	$194,998	50	Computer Skills	87	$109,445	28
43	S.F. Vocational Services-Computer Trng.	$244,139	40	Computer Skills	86	$56,630	10
13	Positive Resource Center	$77,595	24	Computer Skills	85	$0	0
46	Glide Church	$499,184	150	Computer Skills	85	$0	0
38	Jewish Vocational Service-Computer Trng.	$54,733	15	Computer Skills	78	$0	0
41	Self Help for the Elderly-Office/Computer	$66,793	10	Computer Skills	74	$0	0
29	Arriba Juntos-Computer Ctr. Trng.	$307,247	60	Computer Skills	74	$0	0
37	Recovery Survival Network	$336,032	100	Computer Skills	73	$0	0
44	City College of S.F. Clerical Training	$375,000	100	Computer Skills	67	$0	0
55	Women in Community Service, Inc.	$48,660	5	Computer Skills	62	$0	0
47	African Immigrant and Refugee Resource Ctr.	$302,923	100	Computer Skills	56	$0	0
54	Renaissance Parents of Success	$332,030	100	Computer Skills	50	$0	0
35	Asian Neighborhood Design	$102,000	25	Constr./Cabinet/Mainten	91	$72,362	18
49	Young Community Developers-CTT	$187,248	40	Constr./Cabinet/Mainten	90	$70,218	15
09	Mission Hiring Hall, Inc.	$135,000	22	Constr./Cabinet/Mainten	85	$0	0
04	Chinese Newcomers Service Center	$97,125	25	Constr./Cabinet/Mainten	82	$0	0
50	Young Community Developers-OTCC	$181,741	40	Constr./Cabinet/Mainten	77	$0	0
51	Young Community Developers-CEEP	$102,815	40	Constr./Cabinet/Mainten	50	$0	0
05	Haight Ashbury Food Program	$118,088	12	Food Service	92	$51,000	10
12	Ella Hill Hutch Community Center	$115,547	15	Food Service	87	$46,382	12
16	Episcopal Community Services	$87,316	56	Food Service	83	$0	0
11	Self Help for the Elderly	$106,375	24	Health Careers	91	$37,055	9
18	Arriba Juntos-Health Careers Training	$103,625	25	Health Careers	87	$103,624	25
19	Arriba Juntos-Ayuda Program	$103,638	25	Health Careers	87	$0	0
20	Arriba Juntos-Apoyo Program	$106,158	30	Health Careers	77	$0	0
21	Arriba Juntos-Homecare Works	$88,310	40	Health Careers	68	$0	0
02	C.E.T.S. Inc.	$177,040	50	Health Careers	57	$0	0
40	Self Help for the Elderly-Housekeeping	$178,123	48	Housekeeping	91	$167,243	45
01	The Family School	$523,817	144	Job Readiness	90	$54,555	15
10	Mission Hiring Hall, Inc. (HEC 2001) *	$62,000	24	Job Readiness	88	$0	0
14	Central City Hospitality House (HEC 2001) *	$37,348	55	Job Readiness	88	$0	0
33	Goodwill Industries-Work readiness	$104,920	60	Job Readiness	84	$0	0
07	Toolworks	$55,600	24	Job Readiness	83	$0	0
03	The Skills Center of Episcopal Comm. Svc	$58,000	75	Job Readiness	81	$0	0
08	Milestone Human Services, Inc.	$146,528	100	Job Readiness	81	$0	0
30	Community Housing Partnership (HEC 2001) *	$102,220	75	Job Readiness	68	$0	0
32	Supportive Housing Employment Collab. (2002)*	$441,811	300	Job Readiness	66	$0	0
23	Arriba Juntos-Job Readiness/ESL	$99,330	50	Job Readiness	62	$0	0
22	Arriba Juntos-Job Readiness Trng.	$91,708	100	Job Readiness	58	$0	0
24	Arriba Juntos-Job Readiness/BRE	$99,330	50	Job Readiness	53	$0	0
48	Young Community Developers-Svc.Ind.	$123,246	40	Miscellaneous	74	$0	0
27	Arriba Juntos-Individual Referral	$120,188	40	Miscellaneous	73	$0	0
28	Arriba Juntos-Career Advancement Prog.	$152,106	45	Miscellaneous	65	$0	0
53	Renaissance Entrepreneurship Ctr.	$50,000	20	Miscellaneous	63	$0	0
25	Arriba Juntos-WORC	$134,287	60	Miscellaneous	52	$0	0
36	TechProse	$800,000	182	Miscellaneous	51	$0	0
56	Oxman College	$27,000	40	Miscellaneous	50	$0	0
06	Toolworks (HEC 2001) *	$76,010	15	On-the Job Training	90	$0	0
26	Arriba Juntos-OJT	$120,188	40	On-the-Job Training	90	$90,120	30
17	Northern California Service League	$150,500	43	On-the-Job Training	90	$90,577	26
39	Jewish Vocational Service-OJT	$56,026	20	On-the-Job Training	87	$28,010	10
52	Swords to Plowshares	$175,000	50	On-the-Job Training	85	$70,000	20
42	S.F. Vocational Services-OJT	$27,989	8	On-the-Job Training	84	$0	0
31	Community Housing Partnership-MWC (2001) *	$96,344	35	On-the-Job Training	71	$0	0
	Totals	$9,142,981	3,136			$1,159,621	313

* Indicates proponent is seeking future funding.

6/26/00

Strategic Transition Committee
Year Round Adult Proposals Sorted Alphabetically

No.	Proponent	Requested Amount	Svc	Cost Per	Pts.	Rec. Amount	Rec. Svc
47	African Immigrant and Refugee Resource Ctr.	$302,923	100	$3,029.23	56	$0	0
20	Arriba Juntos-Apoyo Program	$106,158	30	$3,538.59	77	$0	0
19	Arriba Juntos-Ayuda Program	$103,638	25	$4,145.50	87	$0	0
28	Arriba Juntos-Career Advancement Prog.	$152,106	45	$3,380.13	65	$0	0
29	Arriba Juntos-Computer Ctr. Trng.	$307,247	60	$5,120.78	74	$0	0
18	Arriba Juntos-Health Careers Training	$103,625	25	$4,144.98	87	$103,624	25
21	Arriba Juntos-Homecare Works	$88,310	40	$2,207.75	68	$0	0
27	Arriba Juntos-Individual Referral	$120,188	40	$3,004.70	73	$0	0
22	Arriba Juntos-Job Readiness Trng.	$91,708	100	$917.08	58	$0	0
24	Arriba Juntos-Job Readiness/BRE	$99,330	50	$1,986.60	53	$0	0
23	Arriba Juntos-Job Readiness/ESL	$99,330	50	$1,986.60	62	$0	0
26	Arriba Juntos-OJT	$120,188	40	$3,004.70	90	$90,120	30
25	Arriba Juntos-WORC	$134,287	60	$2,238.12	52	$0	0
35	Asian Neighborhood Design	$102,000	25	$4,080.00	91	$72,362	18
2	C.E.T.S. Inc.	$177,040	50	$3,540.80	57	$0	0
14	Central City Hospitality House (HEC 2001) *	$37,348	55	$679.05	88	$0	0
4	Chinese Newcomers Service Center	$97,125	25	$3,885.00	82	$0	0
44	City College of S.F. Clerical Training	$375,000	100	$3,750.00	67	$0	0
30	Community Housing Partnership (HEC 2001) *	$102,220	75	$1,362.93	68	$0	0
31	Community Housing Partnership-MWC (2001) *	$96,344	35	$2,752.69	71	$0	0
12	Ella Hill Hutch Community Center	$115,547	15	$7,703.13	87	$46,382	12
16	Episcopal Community Services	$87,316	56	$1,559.21	83	$0	0
46	Glide Church	$499,184	150	$3,327.89	85	$0	0
34	Goodwill Industries-Office Technology	$98,776	50	$1,975.52	91	$19,427	10
33	Goodwill Industries-Work readiness	$104,920	60	$1,748.67	84	$0	0
5	Haight Ashbury Food Program	$118,088	12	$9,840.66	92	$51,000	10
15	Intercultural Institute of California	$194,998	50	$3,899.96	87	$109,445	28
38	Jewish Vocational Service-Computer Trng.	$54,733	15	$3,648.86	78	$0	0
39	Jewish Vocational Service-OJT	$56,026	20	$2,801.29	87	$28,010	10
8	Milestone Human Services, Inc.	$146,528	100	$1,465.28	81	$0	0
9	Mission Hiring Hall, Inc.	$135,000	22	$6,136.36	85	$0	0
10	Mission Hiring Hall, Inc. (HEC 2001) *	$62,000	24	$2,583.33	88	$0	0
45	Mission Language & Vocational School	$283,228	120	$2,360.23	91	$92,973	30
17	Northern California Service League	$150,500	43	$3,500.00	90	$90,577	26
56	Oxman College	$27,000	40	$675.00	50	$0	0
13	Positive Resource Center	$77,595	24	$3,233.13	85	$0	0
37	Recovery Survival Network	$336,032	100	$3,360.32	73	$0	0
53	Renaissance Entrepreneurship Ctr.	$50,000	20	$2,500.00	63	$0	0
54	Renaissance Parents of Success	$332,030	100	$3,320.30	50	$0	0
43	S.F. Vocational Services-Computer Trng.	$244,139	40	$6,103.48	86	$56,630	10
42	S.F. Vocational Services-OJT	$27,989	8	$3,498.63	84	$0	0
11	Self Help for the Elderly	$106,375	24	$4,432.29	91	$37,055	9
40	Self Help for the Elderly-Housekeeping	$178,123	48	$3,710.90	91	$167,243	45
41	Self Help for the Elderly-Office/Computer	$66,793	10	$6,679.30	74	$0	0
32	Supportive Housing Employment Collab. (2002)*	$441,811	300	$1,472.70	66	$0	0
52	Swords to Plowshares	$175,000	50	$3,500.00	85	$70,000	20
36	TechProse	$800,000	182	$4,395.60	51	$0	0
1	The Family School	$523,817	144	$3,637.62	90	$54,555	15
3	The Skills Center of Episcopal Comm. Svc	$58,000	75	$773.33	81	$0	0
7	Toolworks	$55,600	24	$2,316.67	83	$0	0
6	Toolworks (HEC 2001) *	$76,010	15	$5,067.33	90	$0	0
55	Women in Community Service. Inc.	$48,660	5	$9,732.00	62	$0	0
51	Young Community Developers-CEEP	$102,815	40	$2,570.38	50	$0	0
49	Young Community Developers-CTT	$187,248	40	$4,681.20	90	$70,218	15
50	Young Community Developers-OTCC	$181,741	40	$4,543.53	77	$0	0
48	Young Community Developers-Svc.Ind.	$123,246	40	$3,081.15	74	$0	0
	Totals	$9,142,981	3136			$1,159,621	313

* Indicates proponent is seeking future funding.

6/26/00

PROPONENT: **THE FAMILY SCHOOL** PROPOSAL #: **01**

REQUESTED: **$523,817** SERVICE LEVEL: **144**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**33**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**21**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**27**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**90**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $54,555 of Workforce Investment Act funds for 15 participants.

The Family School (TFS) is proposing a job readiness training program. TFS offers a comprehensive program that includes employment training and placement through its STRIVE program, basic education skills assistance, and family support services. Educational activities focus on basic skills remediation and GED preparation. Family support services include onsite childcare for infants, toddlers and preschoolers and assistance in accessing health and social services.

The STRIVE program is a three week work readiness curriculum followed by job placement. The proposal includes strategies for 24 months of post placement services.

The proposed cost per participant is approximately $3,637.

This proposal narrative responded to all requested items in the RFP. The follow-up services as well as service areas and outcomes were spelled out.

PROPONENT: **C.E.T.S, INC.** PROPOSAL #: **02**

REQUESTED: **$177,040** SERVICE LEVEL: **50**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**25**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**18**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**10**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**4**
	Total	**57**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

C.E.T.S. proposes to provide a vocational training program for Certified Nursing Assistants and Certified Home Health Aides. Participants will be trained in basic nursing skills, safety and emergency procedures, communications skills, and legal/ethical issues concerning the care of chronically ill patients. The program is scheduled to run for 10 weeks and graduates are expected to pass the State Certification Exams.

The proposed cost per participant is $3,540.

PROPONENT: **EPISCOPAL COMMUNITY SERVICES THE SKILLS CENTER** PROPOSAL #: **03**

REQUESTED: **$58,000** SERVICE LEVEL: **75**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **28**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **21**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **24**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **81**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Episcopal Community Services ECS) proposes to provide basic literacy, adult education, work-place education and job readiness training for homeless and formerly homeless adults, many of whom are also disabled.

ECS is requesting funds to allow their skills center to provide workplace literacy and GED classes for the homeless.

The program also includes job placement and job retention services.

The proposed cost per participant is $773.

PROPONENT: **CHINESE NEWCOMERS SERVICE CENTER** PROPOSAL #: **04**

REQUESTED: **$97,125** SERVICE LEVEL: **25**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	31
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	17
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	27
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	7
	Total	82

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is not recommended for funding.

Chinese Newcomers Service Center (CNSC) proposes to provide the following services to participants with multiple barriers to employment: Food Service Job Training and Employment Services, and Building Maintenance and Hotel Housekeeping through its *Maintrain Program*. Computer classes and English-as-a-Second Language (ESL) classes will also be offered. The proposal indicated the provision of stipends for its participants.

The proposal did not demonstrate leveraged funding. Employer linkage is limited and not fully described.

The proposed cost per participant is $3,885.

PROPONENT: **HAIGHT ASHBURY FOOD PROGRAM** PROPOSAL #: **05**

REQUESTED: **$118,087.91** SERVICE LEVEL: **12**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?.....	*35*	**33**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?.....	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?.....	*30*	**28**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.....	*10*	**9**
	Total	**92**

RECOMMENDATIONS AND COMMENTS

This agency is recommended for funding in the amount of $51,000 for 10 participants

Haight Ashbury Food Program (HAFP) proposes to provide Food Service Job Training and Employment Services to participants with multiple barriers to employment. Participants eligible for the program will receive training in work readiness, job retention and career advancement for up to 18 months.

The hands-on component of the course prepares participants for the rigors of employment in an industrial kitchen. In addition, participants receive training in creative planning skills.

The proposal indicated leveraged funding, strong collaboration with other agencies and employer linkage.

The proposed cost per participant is $5,100.

PROPONENT: **TOOLWORKS-OJT** PROPOSAL #: **06**

REQUESTED: **$76,010** SERVICE LEVEL: **15**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**33**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**21**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**27**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**90**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding. The proponent is requesting PY funds for the period July 1, 2001 to June 30, 2002.

Toolworks, Inc. (TI) is proposing its Homeless Employment Collaborative (HEC) On the Job Training (OJT) program for the homeless who are disabled. TI is not requesting OJT set aside funds for wage subsidies. The program provides job training in janitorial skills and is the employer of record. Participants who complete training satisfactorily are either hired by TI or are placed in janitorial or maintenance positions with other companies.

The proposed cost per participant is $5,067.

PROPONENT: **TOOLWORKS-JOB READINESS** PROPOSAL #: **07**

REQUESTED: **$55,600** SERVICE LEVEL: **24**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**29**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**21**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**24**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**83**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Toolworks, Inc. (TI) proposes a job readiness and placement program for individuals with disabilities in the following programs: janitorial training program, interior plant training and direct job placement program. The program includes case management and job retention services.

The proposed cost per participant is $2,317.

PROPONENT: **MILESTONES HUMAN SERVICES, INC.** PROPOSAL #: 08

REQUESTED: **$146,528** SERVICE LEVEL: 100

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	31
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	19
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	27
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	4
	Total	81

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Milestones Human Services, Inc. (MHSI) offers to provide employment and retention programs to 100 participants with multiple barriers to employment. The training will include comprehensive education and life skills, job search preparation and interviewing skills. The proposal also includes employment retention services by its Human Services Department through a continuum of support services including referral to collaborating agencies for occupational training and provide on-going case management services. To ensure placement of participants, the MHSI Employment Specialist will conduct outreach and develop a job bank of employers willing to hire participants. The proposal also indicated strong employer linkage.

The proposal did not indicate leveraged funding in its budget, although the agency is a recipient of program funding from the San Francisco Sheriff's Department as well as from the California Department of Corrections.

The proposed cost per participant is $1,465.

PROPONENT: **MISSION HIRING HALL, INC.** PROPOSAL #: **09**

REQUESTED: **$135,000** SERVICE LEVEL: **22**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**29**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**21**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**26**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**85**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Mission Hiring Hall (MHH) proposes occupational skills training and job placement for adults who are 35 to 55 years old who are receiving General Assistance (GA) in construction administration, printing, electronic pre-press, multi-media and web design.

The proposed cost per participant is $6,750.

This program could be supported with PAES funding.

PROPONENT: MISSION HIRING HALL, INC.-HEC | PROPOSAL #: 10

REQUESTED: $62,000 | SERVICE LEVEL: 24

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	30
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	21
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	28
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	9
	Total	88

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Mission Hiring Hall (MHH) is proposing its Homeless Employment Collaborative (HEC) job readiness, direct placement program for homeless adults. The program includes intensive case-management and retention services.

The proposed cost per participant is $2,583.

PROPONENT: **SELF HELP FOR THE ELDERLY-HOME HEALTH AIDE** PROPOSAL #: **11**

REQUESTED: **$106,375** SERVICE LEVEL: **24**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**32**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**28**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**91**

RECOMMENDATIONS AND COMMENTS

The proposal is recommended for funding for $37,055 of Workforce Investment Act funds for 9 participants.

Self-Help for the Elderly (SHE) established this program in 1972 and offers to provide training for Home Health Aides. The proposal indicated strong linkage with City College of San Francisco which will provide the instruction, and collaboration with various agencies such as the Department of Human Services and the Welfare-to-Work Task Force.

The training will include comprehensive educational, life skills and job search preparation. To ensure placement of participants, SHE has indicated strong employer linkage with the home health employer community including: Home Care and Hospice Agency, the Residential Board and Care Homes, the Adult Day and Alzheimer Day Care Center and Emergency In-Home Supportive Unit.

The proposal also indicates leveraged funding in its budget.

The proposed cost per participant is $4,117.

PROPONENT: **ELLA HILL HUTCH COMMUNITY CENTER** PROPOSAL #: **12**

REQUESTED: **$115,547** SERVICE LEVEL: **15**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**30**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**25**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**25**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**7**
	Total	**87**

RECOMMENDATIONS AND COMMENTS

The proposal is recommended for funding for $46,382 of Workforce Investment Act funds for 12 participants.

Ella Hill Hutch Community Center (EHHCC) offers to provide culinary training to 12 participants. In addition to culinary training, participants will also be trained to develop industry specific computer skills and 125 hours of mandatory internship. The internship program will provide participants with experience in fast food service in an environment outside the traditional classroom. The principal instructor, a chef, is State Department of Education credentialed and will provide instruction to participants by using the Central Kitchen and Cornell University Food Service Training Manual.

To ensure placement of participants, the EHHCC Employment Specialist will utilize the One-Stop Access Points and develop employment opportunities with local restaurants. Retention services will be provided after employment.

EHHCC has indicated strong employer linkage and collaboration with agencies.

The recommended cost per participant is $3,865.

PROPONENT: **POSITIVE RESOURCE CENTER** PROPOSAL #: 13

REQUESTED: **$77,595** SERVICE LEVEL: 24

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **31**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **22**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **24**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **85**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Positive Resource Center (PRC) offers to provide employment and retention services to participants with multiple barriers to employment. The training will include comprehensive education and life skills training, job search preparation and interviewing skills.

The cost per participant is $3,233.

PROPONENT: **CENTRAL CITY HOSPITALITY HOUSE** PROPOSAL #: **14**

REQUESTED: **$37,348** SERVICE LEVEL: **55**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **31**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **23**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **26**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **88**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Central City Hospitality House (CCHH) is proposing its Homeless Employment Collaborative (HEC) job readiness, direct placement program for homeless adults from the Tenderloin District, the majority of whom are African American males. The program includes case management and retention services.

The proposed cost per participant is $679.

PROPONENT: **INTERCULTURAL INSTITUTE OF CALIFORNIA** PROPOSAL #: **15**

REQUESTED: **$194,998** SERVICE LEVEL: **50**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**31**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?.	*30*	**26**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**87**

RECOMMENDATIONS AND COMMENTS

The proposal is recommended for funding for $ 109,445 of Workforce Investment Act funds for 28 participants.

Intercultural Institute of California (IIC) offers to provide office technology training to participants. Training will emphasize computer education, ranging from basic office technology tools, (Word Access, Excel, and PowerPoint) to web design and network systems. In addition, motivational instruction will be provided to participants.

To ensure placement of participants, the IIC Employment Specialist will utilize the One-Stop Access Points and develop employment opportunities with local employers. Retention services will also be provided after employment.

IIC has indicated strong employer linkage and collaboration with agencies as well as leveraged funding in its budget.

The proposed cost per participant is $3,909.

PROPONENT: **EPISCOPAL COMMUNITY SERVICES-CHEFS** PROPOSAL #: **16**

REQUESTED: **$87,316** SERVICE LEVEL: **56**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**30**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**23**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**83**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Episcopol Community Services (ECS) is proposing a job readiness, workplace training program for food service occupations for homeless adults. The program known as the CHEFS programs, includes case management and job retention services as well as an on-site paid internship component of 20-22 hours a week.

The proposed cost per participant is $1,559.

PROPONENT: **NORTHERN CALIFORNIA SERVICE LEAGUE** PROPOSAL #: **17**

REQUESTED: **$150,500** SERVICE LEVEL: **43**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**31**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?.	*30*	**28**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**90**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $90,577 of Workforce Investment Act (WIA) funds for 26 participants.

Northern California Service League proposes to serve participants with a combination of On-the-Job-Training and Individual Referrals (IR) to vocational training programs.

In addition NCSL provides Life Skills Training workshops which are designed for individuals with extreme cases of psychological barriers, developing self esteem, motivation, communication skills, conflict resolution and fundamentals on how to get and keep a job.

To ensure employment, NCSL presented their track record of placement in previous years by describing its relationships with facilities requiring the services of their graduates.

The proposal indicated strong employer linkage. Placement strategies and client follow-up services are fully described. Collaboration with other agencies was well specified and leveraged funding was indicated.

The proposed cost per participant is $3,484.

PROPONENT: **ARRIBA JUNTOS-HEALTH CAREERS** PROPOSAL #: **18**

REQUESTED: **$103,624.50** SERVICE LEVEL: **25**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**30**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**21**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**27**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**87**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $103,624 of WIA Title I-B adult funds to serve 25 participants.

Arriba Juntos (AJ) submitted three proposals for Certified Nursing Assistants/Home Heath Aides (CNA)/HHA): #18 for low income individuals with multiple barriers to employment, #19 for displaced homemakers, and #20 for the homeless. The PIC staff recommends funding one of the three programs. PIC staff further recommends that two of these three special population groups be combined in the one funded program. That program provides training for low income individuals with multiple barriers to employment and the homeless.

The program is approved by the Bureau of Private Post Secondary and Vocational Education (BPPVE). Job placement and job retention services are also provided.

The cost per participant is $4,144.

PROPONENT: **ARRIBA JUNTOS-AYUDA** PROPOSAL #: 19

REQUESTED: **$103,637.50** SERVICE LEVEL: 25

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	30
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	21
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	27
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	9
	Total	87

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ) offers to provide training to displaced homemakers in the field of Certified Nursing Assistants and Home Health Aides (CNA/HHA).

AJ has indicated strong employer linkage, leveraged funds as well as collaboration with other agencies in its proposal.

To ensure employment, AJ presented its track record of placement in the previous years by describing its relationships with facilities requiring the services of their graduates.

The proposed cost per participant is $ 4,145.

PIC staff recommends that this program be placed on the vendors' list for dislocated individuals and displaced homemakers.

PROPONENT: **ARRIBA JUNTOS-JOB READINESS/ESL** PROPOSAL #: **23**

REQUESTED: **$99,330** SERVICE LEVEL: **50**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **17**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **15**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **22**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **62**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ) proposes to operate a Job Readiness/English as a Second Language (ESL) training program targeting limited English speaking and low-income participants. Of the 50 participants AJ plans to serve, 30 (60%) will obtain unsubsidized employment.

AJ is a designated One Stop Access Point and has a State Employment Development Department (EDD) staff person on site to help with placements.

The proposed cost per participant is $1,987.

AJ is recommended for funding of proposals #18 and #26. Both proposals indicate that job readiness and ESL services will be provided to participants prior to entering training programs.

PROPONENT: **ARRIBA JUNTOS-JOB READINESS/BRE** PROPOSAL #: **24**

REQUESTED: **$99,330** SERVICE LEVEL: **50**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**17**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**13**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**17**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**6**
	Total	**53**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ) proposes to operate a Job Readiness/Basic Remedial Education (BRE) training program targeting participants who are low-income and have barriers to employment due to Basic Education deficiency. Of the 50 participants AJ plans to serve, 30 (60%) of the participants will obtain unsubsidized employment.

AJ is a designated One Stop Access Point and has a State Employment Development Department (EDD) staff person on site to help with placements.

The proposed cost per participant is $1,987.

AJ is recommended for funding of proposals #18 and #26. Both proposals indicate that job readiness, and BRE services will be provided to participants prior to entering training programs.

PROPONENT: **ARRIBA JUNTOS-WORC** PROPOSAL #: **25**

REQUESTED: **$134,287** SERVICE LEVEL: **60**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**18**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**12**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**15**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**7**
	Total	**52**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ) proposes to serve 60 participants and provide a 17-week curriculum that includes computer training, writing, communication, social service and administrative skills training. HomeWORC, which stands for Homeless Working for Opportunity, Resources and Change, is an employment and training program specifically designed to provide the homeless and low income front line staff and volunteers the skills necessary to advance into positions of greater responsibility and higher compensation in the non-profit sector.

AJ is a designated One Stop Access Point and has a State Employment Development Department (EDD) staff person on site to help with placements.

The proposed cost per participant is $2,238.

PROPONENT: **ARRIBA JUNTOS-OJT** PROPOSAL #: **26**

REQUESTED: **$120,188** SERVICE LEVEL: **40**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **32**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **22**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **28**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **90**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $90,120 of Workforce Investment Act, Title 1B funds to operate an On-the-Job Training (OJT) program for 30 low income adults. Arriba Juntos (AJ) intends to provide extensive services, including a detailed assessment, Job Readiness, English as a Second Language (ESL), and Basic Remedial Education (BRE) prior to the participants' enrollment in the training program, in order to increase their success rate.

AJ proposed placing only 60% of participants, however, PIC staff recommends at least an 80% placement rate with an average hourly wage of $8.

AJ is a designated One Stop Access Point and has a State Employment Development Department (EDD) staff person on site to help with placements.

The proposed cost per participant is $3,005.

The agency has an excellent track record as a Job Training Partnership Act (JTPA) OJT broker.

PROPONENT: **ARRIBA JUNTOS-INDIVIDUAL REFERRAL** PROPOSAL #: **27**

REQUESTED: **$120,188** SERVICE LEVEL: **40**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **20**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **20**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **25**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **73**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ) proposes to serve 40 low-income individuals who are members of various special populations which include: limited English speaking, refugees, homeless and older individuals, veterans, offenders, substance abusers, domestic violence survivors, minorities, and women. The main characteristic that would link all the participants is that they lack labor force attachment or have previously been unable to achieve a living wage. PIC staff feels that this "special population" definition is too general.

AJ proposes to act as an Individual Referral Broker and provide participants with up to 6 months of case managed vocational training at an outside vocational school. AJ also proposes to assess individuals' education and English proficiency, work experience, career interests, assets, and barriers to employment and to provide them with Basic Remedial Education and or English-as-a-Second Language (ESL), and job readiness training. PIC staff considered that all the components included would provide a well-rounded training program. However, AJ proposes to provide the latter services instead of collaborating with City College, Career Link or any other One Stop funded programs to provide them. Instead, AJ proposes to duplicate services already available.

AJ proposes to have the AJ Employment Specialist check with the participants and the schools at least once a week to monitor participants' attendance and progress. PIC staff evaluates this approach as excellent case management. However, PIC staff evaluation is that the program's goals of 75% completion and 60% unsubsidized employment were very low, especially considering the close contact proposed during the training portion and all the screening planned prior to enrollment.

PROPONENT: **ARRIBA JUNTOS-CAREER ADVANCEMENT PROGRAM** PROPOSAL #: **28**

REQUESTED: **$152,106** SERVICE LEVEL: **45**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**18**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**16**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**23**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**65**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ)-Career Advancement Program (CAP) proposes to serve 45 low-income working adults with multiple barriers to self-sufficiency. The main characteristic that will qualify an individual for CAP is that the individual is unable to achieve a living wage despite being employed. PIC staff evaluation is that the target group is too general since a living wage may mean something different to each individual. It does not appear that the most in need "special groups" will be targeted in this program.

AJ proposes to conduct thorough assessments of educational skill levels, work experience, career interests, assets, and barriers to employment. These services are already provided by the One Stop. AJ staff would conduct intensive career planning sessions with the participants and together they would develop Individual Service Strategy Plans which would include an assessment of their personal and professional situation, and outline long term and short term career goals. If the participant wants a new job, AJ would work with them to find new employment.

Throughout the program, participants would receive a combination of typing and computer classes on a rotating schedule as well as onsite supportive services and soft skill upgrades. After 6 months, they would receive case management, retention, and career advancement services for an additional 12 months.

There are no goals for participants to secure better employment or salary raises based on the skill upgrades received. It is also unclear what retention services AJ planned to provide for 12 months.

The cost per participant is $3,380.

PROPONENT: **ARRIBA JUNTOS-COMPUTER TRAINING** PROPOSAL #: **29**

REQUESTED: **$307,247** SERVICE LEVEL: **60**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **24**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **17**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **25**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **8**

Total **74**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Arriba Juntos (AJ) proposes to serve 60 adults through providing computer training, 30 of whom would be low-income. The program would target individuals with inadequate housing, language barriers, and other multiple barriers to employment. This program is affiliated with the Homeless Employment Collaborative and currently serves homeless adults with HUD funding.

AJ proposes to conduct a classroom-training program that includes computer literacy, MS Word and Excel and job readiness. However, MS PowerPoint and Access are not included. This will require participants to return to the Career Advancement Program, if available, to obtain skills that are required by most employers seeking to fill most clerical positions. The proposal states that reports which track progress for enrollments, completions, and placements are generated; however no placement or completion goals were stated.

The WIA Training Program Application states that the total program cost is $3,250; however the cost in the proposal is $5,121 per participant, which appears excessive. The budget includes leveraged other funds representing 151% of the WIA funds requested.

PROPONENT: **COMMUNITY HOUSING PARTNERSHIP-HEC** PROPOSAL #: **30**

REQUESTED: **$102,220** SERVICE LEVEL: **75**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**22**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**17**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**22**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**7**
	Total	**68**

RECOMMENDATIONS AND COMMENTS

This proposal did not request WIA Title IB Adult funds for PY 2000. Community Housing Partnership (CHP) is recommended for consideration for PY 2001, based on funding availability. CHP proposes to serve 75 formerly homeless individuals. The program would target residents in its own supportive housing sites as well as tenants in other sites.

CHP proposes to provide three components in its training program. They include work readiness and assessment, job search preparation, and job placement. During work readiness and assessment, participants also receive counseling and referrals to training opportunities on-site. The job search portion not only includes effective job search training, but also provides counseling and referrals to other service providers based on individual needs.

The budget includes leveraged other funds representing 78% of the WIA funds requested.

The cost per participant is $1,363.

PROPONENT: **COMMUNITY HOUSING PARTNERSHIP-MWC** PROPOSAL #: **31**

REQUESTED: **$96,344** SERVICE LEVEL: **35**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **24**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **19**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **21**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriate-ness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **7**

Total **71**

RECOMMENDATIONS AND COMMENTS

This proposal did not request WIA Title IB Adult funds for PY 2000. Community Housing Partnership (CHP)-MWC is recommended for consideration for PY 2001, based on funding availability. CHP proposes to serve 35 formerly homeless individuals who reside in Integrated Services Network's supportive housing sites. Participants would be selected based on their readiness and willingness to work up to 25 hours per week over a 19-week period and their ability to perform the physical tasks.

CHP proposes to provide three components in its training program. They include work readiness (4 weeks), Safety and Equipment Preparation (2 weeks) and unsubsidized On-the-Job Training (13 weeks). During the OJT phase, participants will gain basic maintenance and pre-construction skills and earn $7 per hour. Participants will gain the skills while working in housing environments with an on-site supervisor. Wages are paid through set fees paid by the customers receiving the maintenance services.

The budget includes leveraged funds representing 95% of the WIA funds requested.

The cost per participant is $2,753.

PROPONENT: **SUPPORTIVE HOUSING EMPLOYMENT COLLABORATIVE** PROPOSAL #: **32**

REQUESTED: **$441,811** SERVICE LEVEL: **300**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**20**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**15**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**24**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**7**
	Total	**66**

RECOMMENDATIONS AND COMMENTS

This proposal did not request WIA Title IB Adult funds for PY 2000 or 2001. Supportive Housing Employment Collaborative (SHEC) is recommended for consideration for PY 2002, based on funding availability. SHEC is a collaborative of five organizations. SHEC proposes to serve 300 formerly homeless individuals with single or multiple disabilities including psychiatric, physical, substance abuse and HIV/AIDS.

SHEC focuses on the supportive housing industry as a source for job training and job creation. Through its collaborative members, SHEC will offer OJT and classroom training. Unsubsidized OJT will be provided in janitorial and building maintenance services, property management, and food service. Participants will also be provided with basic remedial education and job readiness classes. Resume writing, interviewing, job search and soft skills training are offered on an individual basis.

The cost per participant is $1,473.

PROPONENT: **GOODWILL INDUSTRIES-WORK READINESS** PROPOSAL #: **33**

REQUESTED: **$104,920** SERVICE LEVEL: **60**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**27**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**23**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**26**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**84**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Goodwill Industries (GI) proposes to operate a 12-week readiness/work experience program for 60 individuals with multiple barriers to employment, including: ex-offenders, substance abusers, long-term welfare dependents, the homeless, individuals with physical or mental disabilities, and individuals who have limited or no work experience and lack the skills and/or motivation to compete effectively in the open labor market.

An introduction to computer basics, including Microsoft environments, data entry and Internet navigation, will be offered along with practical training in customer services, money management, grammar and business communication skills. GI will also provide time-limited paid work experience within its many retail outlets. At the completion of training, individuals will participate in assisted job search to secure employment opportunities in clerical, administrative support and sales and service occupations.

Extensive staff support includes case management services (25:1 participants to staff); retention services (20:1), job placement (25:1). GI proposes to place participants in jobs paying a minimum of $9 an hour.

GI will leverage up to $89,000 in participant wages.

The proposed cost per participant is $1,749.

PROPONENT: **GOODWILL INDUSTRIES-OFFICE TECHNOLOGY** PROPOSAL #: **34**

REQUESTED: **$98,776** SERVICE LEVEL: **50**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **31**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **24**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **27**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **9**

Total **91**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $19,427 of Workforce Investment Act Title 1-B funds to serve 10 adults.

The Goodwill Industries (GI) Office Technology training program will prepare students for entry level, as well as intermediate and advanced positions in clerical and administrative support occupations. Students will have the opportunity to choose one or more specific courses that will enable them to acquire the skills necessary to achieve their employment goals. State approved Certificates of Achievement are awarded for each progressive (160 hours) course. The six different eight-week courses offered are Information Processing Applications, Office Applications Training 1, 2, and 3, Customer Service Representative Associate Training, and Web Page Design Applications.

At the completion of training adults will participate in assisted job search to secure employment opportunities in clerical, administrative support and sales and service occupations. Extensive staff support includes case management services (25:1 participants to staff ratio); Retention Services (20:1); Job Placement services (25:1). Placement into jobs with pay ranging from $11 to $16 an hour or more is projected for a minimum of 75% of those enrolled with a 60% job retention rate at six months.

The proposed cost per participant is approximately $1,975.

PROPONENT: **ASIAN NEIGHBORHOOD DESIGN** PROPOSAL #: **35**

REQUESTED: **$102,000** SERVICE LEVEL: **25**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **31**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **24**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **27**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **9**

Total **91**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $72,362 of Workforce Investment Act Title 1-B funds to serve 18 adults.

Asian Neighborhood Design (AND) proposes 16 weeks of training in construction related trades: including, carpentry, cabinet making, as well as basic remedial education and leadership/ life skills. AND will collaborate with the Regional Occupational Program to recruit adults who reside in San Francisco's public housing units. They will also continue to work with community organizations serving their target population including Potrero Hill Neighborhood House and Northern California Service League (serving women out of prison).

Basic remedial education, G.E.D. preparation, and English-as-a-Second language (ESL) (as needed) will be provided as it relates to the trades by City College of San Francisco (CCSF). Program participants will be eligible to participate in two weeks of on-the job training at Specialty Mill Products, AND's for-profit furniture manufacturing business.

The recommended cost per adult participant is $4,020.

Estimated minimum wage at completion of training $10 per hour.

AND is a One-Stop Access Point and has obtained BPPVE approval.

PROPONENT: **TECHPROSE** PROPOSAL #: **36**

REQUESTED: **$800,000** SERVICE LEVEL: **182**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**20**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**18**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**9**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**4**
Total		**51**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

TechProse (TP) has developed an initial three-month training program coordinated with a two-year apprenticeship program, to prepare 182 adults for long term careers as mechanical or electrical technicians. At the completion of training, graduates will be placed as mechanical or electrical technicians at the San Francisco Airport People Mover or in electronic assembly and maintenance positions at San Francisco Municipal Railway.

TP will identify appropriate individuals through the One Stop system and community based organizations. During the initial 6-week basic training program 40 participants will join the program as paid trainees, at a starting salary of $8 per hour. TP will place 40 individuals every three months for the next year. On completion of the basic training program, trainees will move to specific skills training, for an additional seven or three weeks at a rate of $10 an hour. On satisfactory completion of the program, trainees enter a structured apprenticeship program for the People Mover or trolley assembly projects. Starting salary at this level is $30,000 per year, with performance reviews at least every three months.

Apprenticeship participation will result in full union membership.

Proposed cost per participant is approximately $4,395.

PROPONENT: **RECOVERY SURVIVAL NETWORK** PROPOSAL #: 37

REQUESTED: **$336,032.40** SERVICE LEVEL: 100

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	23
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	18
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	25
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	7
	Total	73

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Recovery Survival Network (RSN) will provide employment and placement assistance for up to 100 adults. Clients will be referred through a formal Memorandum of Understanding (MOU) with the San Francisco Housing Authority and Community Based Organizations (CBOs) to outreach to ex-offenders, welfare recipients, low-income and public housing residents. Core services will include job readiness/client assessment, GED/ESL referrals and interviewing techniques, basic computer literacy; Windows 95 and 98 will also be offered.

A creative employment program has been developed for those hard to employ persons. The program will provide a three-month On the Job Training (OJT) for 15 participants per year. Training will prepare the client for employment as warehousemen, stock clerks, drivers, and customer service representatives in RSN's Resource Distribution Service Center.

RSN has joined in collaboration with Key Resources, Inc. a job placement agency, to place clients in temporary positions. Key Resources will track all employees placed in jobs on their database. This tracking program will be coordinated with RSN to provide ongoing supportive services, quarterly reports and follow up with employers and clients. Program goal is to place 70 clients per year with a minimum wage of no less than $7.50 per hour.

As program incentive, participants will receive items such as shoes, clothing, cosmetics, and new home furnishings at no cost, as available.

PROPONENT: **JEWISH VOCATIONAL SERVICE-COMPUTER TRAINING** PROPOSAL #: **38**

REQUESTED: **$54,732.91** SERVICE LEVEL: **15**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **22**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **20**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **26**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **10**

Total **78**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Jewish Vocational Service (JVS) proposes to offer two computer based training programs for refugees who have been in the U.S. for longer than five years and who have not been successful in achieving self-sufficiency or leaving welfare. JVS will provide training in Auto CAD and Pro/ENGINEER (computer aided drafting design software) and Microsoft Office (Word, Excel, Access, Outlook). JVS will collaborate with OpNet Training Center to provide training in Web Design; HTML, Adobe PhotoShop, Dreamweaver and Macromedia Flash. Training will be provided to a total of 10 participants.

All training courses integrate advanced English language training as well as workplace acculturation and job search methods. At the completion of training adults will participate in assisted job search to secure employment opportunities as: clerical staff, administrative support, engineering technicians, architects/surveyors and designers. Extensive staff support includes case management and retention services. JVA expects 80% of enrollees to complete training and be placed in employment with an average wage of at least $12 an hour. Job placement will emphasize positions that offer health coverage and other benefits.

The proposed cost per participant is approximately $3,649.

PROPONENT: **JEWISH VOCATIONAL SERVICE-OJT** PROPOSAL #: **39**

REQUESTED: **$56,025.81** SERVICE LEVEL: **20**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **31**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **21**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **26**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **9**

Total **87**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $28,010 of WIA Title 1-B Adult funds to operate an On-the-Job Training (OJT) program for 10 low income adults. Staff also recommends setting aside $19,200 for employer OJT reimbursement. Jewish Vocational Service (JVS) intends to enroll public assistance recipients, limited English proficient individuals, and disabled clients. JVS plans to place 80% at an average hourly wage of $8.

The budget includes leveraged other funds representing 23% of the WIA funds requested. The budget also includes Fast Passes for participants. The cost per participant (excluding employer reimbursement) is $2,801.

The agency has a good track record as a Job Training Partnership Act (JTPA) OJT broker.

PROPONENT: **SELF HELP FOR THE ELDERLY-HOUSEKEEPING** PROPOSAL #: **40**

REQUESTED: **$178,123** SERVICE LEVEL: **48**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **32**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **20**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **29**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **10**

Total **91**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $167,243 of WIA Title 1-B Adult funds to operate a housekeeping occupational classroom training (OCT) program for 45 low income adults. Self-Help for the Elderly (SHE) intends to enroll older workers aged 55 and up who are also have limited English proficiency and are in need of vocational English-as-a-Second Language (ESL) training (also to be provided in the program). SHE plans to place 94% of its participants at an average hourly wage of $8.50.

The budget includes leveraged funds representing 24% of the WIA funds requested. The proposed cost per participant is $3,711.

The agency has an excellent track record as a Job Training Partnership Act (JTPA) OCT/ESL provider.

PROPONENT: **SELF HELP FOR THE ELDERLY-OFFICE/COMPUTER** PROPOSAL #: **41**

REQUESTED: **$66,793** SERVICE LEVEL: **10**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **24**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **13**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **27**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **10**

Total **74**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Self-Help for the Elderly (SHE) proposes to operate a computer occupational classroom training (OCT) program for low income adults aged 45 and up who are also have limited English proficiency; however the program has a 600 ESL level prerequisite. There are no vocational English-as-a-Second Language (ESL) training hours included in the program description. It also appears that this program has not been approved by the State Bureau of Private Post Secondary and Vocational Education (BPPVE). There are no collaborators indicated and no instructor in the budget, even though there are 9 staff persons in the budget (6 to be WIA-funded; 3 other funds) for a program which intends to enroll only 10 clients.

The budget includes leveraged funds representing 23% of the WIA funds requested.

The proposed cost per participant is $6,679.

SHE does not have a track record for this program.

PROPONENT: **S.F. VOCATIONAL SERVICES-OJT** PROPOSAL #: 42

REQUESTED: **$27,989** SERVICE LEVEL: 8

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	30
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	20
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	27
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	7
	Total	84

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

San Francisco Vocational Services (SFVS) proposes to operate an On the Job Training (OJT) program for 8 low income, disabled adults.

The budget includes leveraged funds representing 28% of the WIA funds requested.

The proposed cost per participant is $3,499.

PROPONENT: **S.F. VOCATIONAL SERVICES-COMPUTER TRAINING** PROPOSAL #: **43**

REQUESTED: **$244,139** SERVICE LEVEL: **40**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **32**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **19**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **28**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **7**

Total **86**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $56,630 of WIA Title 1-B Adult funds.

SF Vocational Services (SFVS) proposes an office skills Occupational Classroom Training (OCT) program for 10 low income, disabled adults. The program includes 495 hours of training, including: Microsoft Office 2000, Internet and email, Windows 98, remedial business English and math, keyboarding, business correspondence, professional development and job seeking skills. SFVS plans to place 75% of the participants at a minimum wage of $7 per hour.

The budget includes leveraged other funds representing 11% of the WIA funds requested. The cost per participant is $5,663.

The agency has a good track record operating this program.

PROPONENT: **CITY COLLEGE OF SAN FRANCISCO-CLERICAL TRAINING** PROPOSAL #: **44**

REQUESTED: **$375,000** SERVICE LEVEL: **100**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**22**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**17**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**20**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**67**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

City College of San Francisco (CCSF) proposes to offer clerical support and accounting certificate occupational classroom training (OCT) programs at two of its campuses. The target population is rather general, consisting of low income adults. Half of the applicants will have a language barrier; however the proposal states that applicants must meet an 8th grade entry level requirement in reading and language. Applicants for the accounting course must meet a 9th grade math level. As such, it does not appear to PIC staff that the most-in-need "Special Groups" will be targeted or served in this program.

The budget includes leveraged funds representing 178% of the WIA funds requested. PIC staff has concerns, given the substantial amount of leveraged funds, that the proposed cost per participant is $3,750. According to the WIA Training Program Applications submitted by CCSF, the cost of the proposed training to the general public is $418 (maximum) for the credit programs and $0 for the non-credit programs.

CCSF has had problems meeting its JTPA placement goals for this program.

PIC staff recommends CCSF be put on the vendors' list for dislocated workers and displaced homemakers.

PROPONENT: **MISSION LANGUAGE & VOCATIONAL SCHOOL** PROPOSAL #: **45**

REQUESTED: **$283,228** SERVICE LEVEL: **120**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**32**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**28**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**9**
	Total	**91**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $92,973 of WIA Title 1-B Adult funds

Mission Language and Vocational School (MLVS) proposes an office skills Occupational Classroom Training (OCT) program for 30 low income, limited English proficient adults. The program includes three separate tracks: computer networking, bookkeeping, and advanced clerical skills. Vocational English-as-a-Second Language (VESL) and job search skills training are also included. MLVS plans to place 75% of the participants at a minimum wage of $8.50 per hour.

The budget includes leveraged funds representing 20% of the WIA funds requested.

The cost per participant is $3,099 when adjusted for an economy of scale.

The agency has a good track record operating this program.

PROPONENT: **GLIDE CHURCH** PROPOSAL #: **46**

REQUESTED: **$499,184** SERVICE LEVEL: **150**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**27**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**22**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**28**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**85**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Glide Church (GC) proposes to include three separate tracks: computer and construction occupational classroom training (OCT) and direct placement. The target population for GC includes 100% low income adults, 81% having an inability to earn a living wage, 64% with no labor market attachment, 26% homeless, 21% ex-offenders, and 19% non-traditional employment for women.

The budget includes leveraged funds representing 185% of the WIA funds requested. Two of the three tracks (the computer and construction OCT) are also funded through federal Welfare to Work (WtW) grants.

The proposed cost per participant is $3,328.

PROPONENT: **AFRICAN IMMIGRANT & REFUGEE RESOURCE CENTER** PROPOSAL #: **47**

REQUESTED: **$302,923** SERVICE LEVEL: **100**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**18**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**15**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**18**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**5**
	Total	**56**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

African Immigrant and Refugee Resource Center (AIRRC) proposal includes four areas: soft skills training, English-as-a-Second Language (ESL) instruction, computer literacy training, and computer repair training. The latter training was proposed for 10% of the enrollees. AIRRC proposes to target low income, African and Middle Eastern immigrants and refugees who have language barriers.

It appears that this program has not been approved by the State Bureau of Private Post Secondary and Vocational Education (BPPVE).

The budget includes leveraged funds representing 13% of the WIA funds requested.

The Executive Director is included in the budget for 45% of his time.

The proposed cost per participant is $3,029.

AIRRC does not have a track record for this program. It has had fiscal problems in the past, and has not had an audit since 1997. It has been struggling to achieve its goals for its JTPA and Refugee programs.

PROPONENT: YOUNG COMMUNITY DEVELOPERS-SERVICE INDUSTRY PROPOSAL #: 48

REQUESTED: **$123,246** SERVICE LEVEL: 40

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	23
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	17
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	27
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	7
	Total	74

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is not recommended for funding.

Young Community Developers (YCD) proposes to operate a training program in customer service that includes an On-the-Job training component for 40 adults.

The evaluation of PIC staff is that the proposed training in Customer Service is good but the proposal was somewhat ambiguous.

The proposal did not address who was teaching the Customer Service training. If it is YCD staff, do they have post secondary approval? It also is not clear if all participants will go into an On–the-Job-Training (OJT) placement component. The proposal did not identify any funds for an OJT set aside pool.

YCD also included letters of support that did not relate to the training proposed in this proposal.

The proposed cost per participant is approximately $3,081.

PROPONENT: **YOUNG COMMUNITY DEVELOPERS-CTT** PROPOSAL #: **49**

REQUESTED: **$187,248** SERVICE LEVEL: **40**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **32**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **22**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **29**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **7**

Total **90**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $70,218 of WIA Title 1-B Adult funds to serve 15 low income adults.

Young Community Developers (YCD) proposes to operate a pre-employment hard-skills training program in the industries of hazardous material management and removal, basic carpentry, the remediation of contaminated sites and construction truck driving.

YCD has strong relationships with the San Francisco Buildings and Constructions Trades Council and the Carpenters of Northern California, both of whom submitted letters to support this proposal.

The proposed cost per participant is approximately $4,681.

PROPONENT: YOUNG COMMUNITY DEVELOPERS-OTCC — PROPOSAL #: 50

REQUESTED: **$181,741** — SERVICE LEVEL: 40

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	23
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	19
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	28
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	7
	Total	77

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Young Community Developers (YCD) is proposing to operate a program to provide information about a variety of occupations and careers in the construction field before engaging in training activities for 40 low income adults.

The proposed cost per participant is $4,544.

PROPONENT: **YOUNG COMMUNITY DEVELOPERS-CEEP** PROPOSAL #: **51**

REQUESTED: **$102,815** SERVICE LEVEL: **40**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**13**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**10**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**20**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**7**
	Total	**50**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Young Community Developers (YCD) is proposing to operate a program that is virtually identical to Proposal #50. As such, PIC staff was confused as to its relationship with the other proposals submitted by YCD.

This proposal is for a three to four week program that provides information to participants with employment within the construction trades. It appears that the goals of this proposal are identical to Proposal #50 except a GED remedial education assistance component is included as part of this proposal through the Southeast Community College.

The proposed cost per participant is approximately $2,570.

PROPONENT: **SWORDS TO PLOWSHARES** PROPOSAL #: **52**

REQUESTED: **$175,000** SERVICE LEVEL: **50**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION
What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?..... *35* **29**

B. ORGANIZATION AND COORDINATION
How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?..... *25* **21**

C. EXPERIENCE WITH SPECIAL POPULATIONS
What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?..... *30* **28**

D. ADMINISTRATION AND FINANCIAL MANAGEMENT
Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc..... *10* **7**

Total **85**

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $70,000 of WIA Title1-B Adult funds to serve 20 adults.

Swords to Plowshares (STP) is proposing to operate an On-the-Job Training (OJT) program to serve veterans who suffer multiple barriers to employment. STP has included in this proposal stress management workshops and peer support groups to ensure that clients are successful in completing and maintaining their jobs after training.

The proposed cost per participant is approximately $3,500, excluding set aside wages for participants.

PROPONENT: **RENAISSANCE ENTREPRENEURSHIP CENTER** PROPOSAL #: **53**

REQUESTED: **$50,000** SERVICE LEVEL: **20**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**23**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**17**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**15**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**8**
	Total	**63**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Renaissance Entrepreneurship Center (REC) proposes to assist low income, unemployed individuals who choose to become self-employed as their strategy to re-enter the workforce. Twenty clients with multiple barriers to achieving financial self-sufficiency will participate in the training program. Fifty percent will be disabled or suffer from HIV/AIDS related disabilities, 50% will be women and minorities, the majority from the Bayview community of San Francisco.

Twenty clients will enroll, 18 will complete business plans, 9 will start or stabilize a small business and 5 will obtain supplemental employment. Training will consist of a 37-week program of intensive training in business management skills, supplemented by tutorials, computer and Internet assistance, seed loans, and the Renaissance Business Incubator to support business growth.

The proposed cost per participant is approximately $2,500.

PROPONENT: **RENAISSANCE PARENTS OF SUCCESS** PROPOSAL #: **54**

REQUESTED: **$332,030** SERVICE LEVEL: **100**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**14**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**13**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**18**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**5**
	Total	**50**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Renaissance Parents of Success, Second Chance Program proposes to offer wage subsidized educational and vocational training to ex-offenders. Training is targeted to assist 100 adults with transition into unsubsidized competitive long-term employment. Renaissance will collaborate with the Department of Corrections, The San Francisco Sheriffs Department, The Juvenile Justice System and community based organizations to recruit appropriate adults and address special needs.

Renaissance projects a 90% orientation completion rate, 85% job readiness completion rate, 80% job retention rate, 80% training completion rate. No job placement rate was mentioned. The proposal also did not address experience working with ex-offenders or demonstrate the program's effectiveness.

Expected wage at completion of training and when placed in unsubsidized employment will be a minimum of $9.50 per hour.

The proposed cost per participant is $3,320.

PROPONENT: **WOMEN IN COMMUNITY SERVICE** PROPOSAL #: **55**

REQUESTED: **$48,660** SERVICE LEVEL: **5**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	24
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	17
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	17
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	4
	Total	62

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Women in Community Service, Inc. (WICS) proposes to provide clerical, computer, life/career management training to 5 adult women between the ages of 18 and 55 who are ex-offenders, homeless or low-income. Training will include 400 hours of classroom instruction, 140 hours of paid job site work experience and six months of intensive employment, case management and retention services.

WICS will leverage training funds with substantial in-kind donations such as computers and office equipment, career clothing, technical assistance, household items and books.

Paid work experience is available as a 15 hour per week internship. WICS will develop placements that are subsidized at $7 per hour or more by the employer and will result in full time permanent positions.

The proposed cost per participant is approximately $9,732.

PROPONENT: **OXMAN COLLEGE** PROPOSAL #: **56**

REQUESTED: **$27,000** SERVICE LEVEL: **40**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION What activities will the program utilize to recruit and select the special population to be enrolled? What will be the content of the training and what services will be provided during and after training? Why are the proposed training and services appropriate for the special population(s) to be served? What job placement and job retention strategies will be implemented by this program?	*35*	**18**
B. ORGANIZATION AND COORDINATION How is your organization planning to structure and staff this proposed program in your organization? What resources will your organization provide to this program in terms of employer support and leveraged funds? What linkages will this program have with One Stop San Francisco and its Access Points and other employment service providers? How will your organization evaluate this program?	*25*	**12**
C. EXPERIENCE WITH SPECIAL POPULATIONS What experience does your organization have working with the proposed special population and how can you demonstrate the program's effectiveness? What in particular are the multiple barriers to employment that this special population faces in its efforts to become self-sufficient?	*30*	**13**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Describe the proponent's experience in managing and administering public or private grants or contracts; track record of past financial management, accuracy and timeliness in invoicing; track record of past administrative competence, accuracy and timeliness in reporting. Describe the quality of project budget preparation, internal consistency, and appropriateness to project; submission of complete financial proposal, including documents for proof of incorporation, allocation of costs, audit, bonding, insurance, Memoranda of Understanding (MOUs), etc.	*10*	**7**
	Total	**50**

RECOMMENDATIONS AND COMMENTS

Due to decreased and insufficient Workforce Investment Act Title 1B funds for adult services, this proposal is **not** recommended for funding.

Oxman College (OC) proposes to provide work-experience/training to assist (40) forty CalWORKs participants with securing full time employment. Short-term job skills training will be provided by OC instructors and will also include segments delivered by participating employers. Each client will receive $8 per hour in wages while in training.

OC requests funding to cover assessment job readiness services and career counseling. The Employment and Training Panel is a collaborative partner with OC. Clients will be monitored for the first six months of employment. These services can cover career counseling, evaluation for follow-up training and intervention with the employer upon the request of the client.

The proposed cost per participant is approximately $765.

PRIVATE INDUSTRY COUNCIL
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creating employment opportunities

DRAFT OF MINUTES FOR THE JUNE 30, 2000 MEETING OF THE PIC BOARD OF DIRECTORS

Directors
Vice Chairwoman Leslie Luttgens, Gary Fitschen, Carol Piasente, Barbara Thompson

Council Members
Will Lightbourne

PIC Staff
President Pamela S. Calloway, Brenda Brown, Magdalena Campos, Wes Dixon, Alfredo Fajardo, Karen Hart, Daphne Kay, Jim Kennedy, Roshawn Stanley, Adrian Trujillo, Judith Villamor

Public
Terri Feeley, Lisa Gray, Mike Kim, Lau Leong

Vice Chairwoman Leslie Luttgens ran the meeting in the absence of Chairman Craig Martin, who was unable to attend. She announced that Linda Davis is retiring from the S.F. Unified School District and has resigned from the PIC Board of Directors. The meeting began with a quorum at 3:15 p.m.

Public testimony
There was not public testimony on agenda items.

Agenda
The agenda was adopted by acclamation.

Minutes
A motion to adopt the minutes of the Board of Director's June 23 meeting as submitted was made by Barbara Thompson, seconded by Carol Piasente, and unanimously approved.

Conflict of interest
Directors were asked to review and sign Conflict of Interest forms.

Strategic Transition Committee
Referring to his June 23 memorandum, Will Lightbourne presented the Strategic Transition Committee's recommendations for Program Year 2000 Workforce Investment Act (WIA) Adult programs. Responding to Mr. Fitschen's question regarding the demographics of groups served by the programs, Pamela Calloway said they were an educated and "best guess", and Brenda Brown noted that they may be refined and subcontracts renegotiated over time.

Raymond Holland observed the State still holds 15 percent of PIC's WIA funds, which he hoped will be available later for allocation.

Mr. Fitschen's motion to approve the recommendations was seconded by Mrs. Thompson and unanimously approved.

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
415.431.8700 • Fax 415.431-8702 • TDD 800.735.2929 (CRS)
www.picsf.org • e-mail: 411@picsf.org

President's report
Ms. Calloway announced that the PIC's Annual Report for programs ending in 1999 — PIC's 20th year — has been completed.

The Job Training Partnership Act (JTPA) ends today after 18 years of operations, and tomorrow WIA begins in its place, Ms. Calloway announced. She thanked everyone for their hard work in the "sprint" to begin the implementation of WIA in San Francisco. Since April 24, the Private Industry Council and its committees, councils and Board of Directors have met ten times to facilitate the process. In addition, PIC staff have conducted two bidders conferences, two technical assistance workshops and reviewed 86 proposals for employment training services under WIA.

Ms. Calloway observed that while WIA is "the newest kid on the block, it's not the biggest or richest." PIC has fewer WIA funds than under JTPA — and significantly less for youth. Yet WIA mandates both One Stop centers and a minimum of 16 partners and requires numerous activities, all with few incentives.

Nominations to serve on San Francisco's new Workforce Investment Board (WIB) are due at the Mayor's Office today, Ms. Calloway said. WIA legislation mandates a minimum of 49 members on the WIB, she observed.

Ms. Calloway announced that PIC has hired a new Business Services Manager, Lucia T. Chan.

Say YES 2000 update
Following Mayor Willie L. Brown, Jr. and Supervisor Michael Yaki's solicitation of San Francisco businesses and City departments, the Say YES 2000 campaign has received pledges of $820,000 to fund summer jobs for youth, including $345,000 from the S.F. Department of Human Services. As a result, Brenda Brown reported that PIC expects to match last year's Summer Youth Employment and Training Program when 1,200 youth were employed

PIC is overseeing the program and finances with subcontractors of the Mayor's Youth Employment Education Program (MYEEP) recruiting youth and worksites. The program is easier to run than JTPA's since it has few requirements, Ms. Brown said. While it serves primarily low-income youth, other young people may also be assisted.

Testimony on non-agenda items
There was no testimony on non-agenda items.

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9.20

10/20

NOTICE OF A PUBLIC MEETING

OF THE BOARD OF DIRECTORS

OF THE PRIVATE INDUSTRY COUNCIL OF S.F.

DATE:	Tuesday, October 10, 2000
TIME:	9:00 – 9:30 a.m.
LOCATION:	1650 Mission Street Room 5 on the 2nd floor San Francisco

PLEASE NOTE THE MEETING LOCATION

AGENDA APPEARS ON REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained at the San Francisco Public Library online at the City's Web site at *www.ci.sf.ca.us/infoctr/sunshine/index.htm*

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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AGENDA

1. Adoption of an Agenda (Action Item)
2. Public Testimony on Agenda Items (Discussion Item)
3. Adoption of Minutes for the Board's June 30, 2000 meeting * (Action Item)
4. Resolution of Intent to Proceed with Restructuring and Reorganization of Corporation and its Board * (Action Item)
5. Retirement Funding Resolution * (Action Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Adjournment (Action Item)

* Materials to be sent.

Issued Friday, September 29, 2000

Copies of meeting materials may be obtained from and/or viewed at the PIC office at the address below. For information contact Mary Fernandez at 415-431-8700 or mfernandez@picsf.org.

If you require special accommodation due to a disability, contact Roberta Fazande at least 72 hours in advance at 415-431-8700,TDD 800-735-2929 (CRS) or rfazande@picsf.org.

See reverse side for information on your rights under San Francisco's Sunshine Ordinance.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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MEMORANDUM

TO: PIC BOARD OF DIRECTORS **DATE:** OCTOBER 5, 2000

FROM: GREG MARUTANI, SECRETARY

SUBJECT: MATERIAL FOR THE OCTOBER 10, 2000 BOARD OF DIRECTORS MEETING.

Attached to this memo are three items for the Tuesday, October 10, 2000 Board of Directors meeting:

1. Draft minutes of the Board of Directors meeting of June 30, 2000.

2. Resolution of Intent to proceed with restructuring and reorganizing of the corporation and its board.

   The attached version is different than the one distributed for the September 10, 2000 Council meeting as it contains some revisions that are highlighted by a vertical line in the left margin. The gray, strike through text indicates proposed deletions. The Italicized text indicates proposed additions.

3. Retirement Funding Resolution.

   The attached version is different than the one distributed for the September 10, 2000 Council meeting as it contains some revisions that are highlighted by a vertical line in the left margin. The gray, strike through text indicates proposed deletions. The Italicized text indicates proposed additions.

cc: PIC Staff

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RESOLUTION OF INTENT
OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO
AUTHORIZING AND APPROVING EFFORTS TO REORGANIZE AND RESTRUCTURE MEMBERSHIP COMPOSITION, BOARD COMPOSITION AND CERTAIN GOVERNING INSTRUMENTS CONSISTENT WITH THE REQUIREMENTS OF THE FEDERAL WORKFORCE INVESTMENT ACT OF 1998 TO ENSURE CONTINUED PUBLIC FUNDING OF LOCAL EMPLOYMENT, TRAINING AND HUMAN RESOURCES PROGRAMS
(Adopted September 12, 2000)

RECITALS

A. The federal Workforce Investment Act of 1998 (the "Act") provides the framework for a national workforce preparation and employment system and funds a number of employment and training programs in California and across the nation to provide services to job seekers and employers; its primary purpose is to increase the employment, retention, skills and earnings of participants.

B. Effective July 1, 2000, the Act, representing comprehensive reform legislation, superseded the Job Training Partnership Act, the 1982 federal law which created, directed and financed the nation's single largest employment and training program. The Act reforms Federal job training programs and creates a new, comprehensive workforce investment system and delivery mechanism. Regulations implementing and governing the Act have been promulgated by the Department of Labor, Employment and Training Administration, and are located at 20 CFR Parts 660-671 (the "Regulations").

C. In California, under the Act services on the local level are governed by a Local Workforce Investment Board (the "LWIB") in partnership with the local jurisdiction's Local Elected Official (the "LEO" which, in San Francisco, is the Mayor) and are delivered to local participants through the so-called "One Stop Delivery System" *via* One Stop Centers administered by One Stop Operators and Partners which provide a full spectrum of employment, training, education, referral, information and other services.

D. The Private Industry Council of San Francisco (the "Council") was designated by Governor Gray Davis, on March 15, 2000, to serve as the "Interim Policy Body" for the planning and implementation of the Act's programs in the City and County of San Francisco (the "City"). Effective March 16, 2000, the Council entered into a San Francisco Master Partnership Agreement (the "MPA") with Mayor Willie Brown, in his capacity as the LEO, as contemplated under the Regulations. The MPA provides, among other things, that The Private Industry Council of San Francisco, Inc., a nonprofit, tax-exempt corporation (the "PIC, Inc.") controlled by the Council, is designated as the Grantee and Subgrantee, as the alter ego for the "Interim Policy Body" and as the agent for the Master Partners, for all funds allocated under the Act. The MPA also stipulates that the PIC, Inc. is designated the "One Stop Operator" and Local Administrative Entity for administration of all funds allocated to the City under the Act.

E. As the Interim Policy Body, the Council is presently responsible for planning the implementation of the Act in the City. As part of this planning process, the Council has determined that it must effect a transition and restructuring of its membership and governing board composition to reflect the requirements of the Act and the Regulations for eligible LWIBs. In addition, the Council must initiate steps to cause a reorganization and restructuring of the PIC, Inc. to qualify it as an appropriate One Stop Operator and Administrative Entity under the Act, the Regulations and the MPA.

F. It is the intent of this Resolution to authorize and approve, on behalf of the Council and the PIC, Inc., such steps as are necessary, desirable and appropriate to cause the restructuring and reorganization of these entities, including name changes, amendments to agreements and governing instruments (including without limitation articles of incorporation and bylaws), board recomposition and membership recomposition, to fully qualify the Council and the PIC, Inc., respectively, as properly constituted entities for the purposes for which they are to serve under the Act, the Regulations and the MPA.

NOW, THEREFORE, this Council, being duly constituted and acting as the duly appointed Interim Policy Body under the Regulations and the MPA, hereby **RESOLVES**:

SECTION 1. Recitals True and Correct. All of the recitals herein set forth are true and correct and this Council so finds and determines.

SECTION 2. Application For Certification as an LWIB Under the Act. This Council hereby (i) ratifies and approves the Council's efforts to qualify and apply for certification by the Governor of the State of California as the LWIB for the City under the Act for the purposes stated in the foregoing recitals; and (ii) authorizes and approves acceptance by the PIC, Inc., as the Grantee and Subgrantee, of the resulting grant assistance awarded under the Act for programmatic services in the City consistent with the purposes herein contemplated. The Chairperson and Vice Chairperson of the Council ~~and the President of the PIC, Inc.~~ are each hereby authorized, whether acting individually or in combination, to execute and deliver, in the name of and on behalf of the PIC, Inc., grant applications and collateral documentation, upon such final terms and conditions as shall be negotiated between the Officers of the PIC, Inc. and authorized representatives of the City and the state and federal governments or any other organizations with which the PIC, Inc. seeks to conduct business.

SECTION 3. Reorganization of the Council. The proposed Council reorganization plan submitted to this meeting is hereby approved in substantially the form discussed herein, with such changes therein and additions thereto as management of the Council shall approve following consultation with legal counsel to ensure compliance with California law, federal law (including without limitation the Act) and the Regulations. Without limiting the generality of the foregoing, the following measures are expressly authorized and approved for implementation:

(a) A change of the Council's name to "Workforce Investment San Francisco" or other similar name reflecting the revised funding and regulatory environment and the Council's responsibilities as the City's LWIB.

(b) An increase in the size of this Council from 30 to 49 members as a state certified LWIB, or such greater or lesser number as is subsequently determined to satisfy the requirements of the Act, the Regulations and the MPA, as they may be amended from time to time.

(c) Following formal certification of the Council as the City's LWIB, replacement of existing members and appointment of new members to this Council at the discretion of the Mayor of San Francisco, in his capacity as the LEO, as contemplated under the Act and the Regulations; in furtherance thereof, the terms of office of all existing members of this Council shall be deemed to expire on the date of certification by the Governor of this Council as the City's LWIB.

The Chairperson and Vice Chairperson of the Council ~~and the President of the PIC, Inc.~~ are each hereby authorized, whether acting individually or in combination, to execute such measures and documents in the name and on behalf of the Council in such final legal form as may be appropriate.

SECTION 4. <u>Reorganization of the PIC, Inc.</u> The proposed transition of the PIC, Inc. to an LWIB, Inc. as discussed at this meeting is hereby approved in substantially the form submitted, with such changes therein and additions thereto as the ~~President of the PIC, Inc.~~ *PIC Board of Directors* shall approve following consultation with legal counsel to ensure compliance with California law, federal law (including without limitation the Act) and the Regulations. Without limiting the generality of the foregoing, the following measures are expressly authorized and approved for implementation:

(a) A change of the name of the PIC, Inc. to "Workforce Investment San Francisco Incorporated" or other similar name reflecting the revised funding and regulatory environment and responsibilities as the City's LWIB, One Stop Operator and Local ~~Administive~~ *Administrative* Entity, as appropriate.

(b) Establishment of the size of the Executive Committee of the Council and the Board of the LWIB, Inc. (formerly the PIC, Inc.) in such number as is determined to satisfy the requirements of the Act, the Regulations and the MPA, as they may be amended from time to time.

(c) Following formal certification of the Council as the City's LWIB, for the initial one year term of office, replacement of existing members and appointment of new members to the Executive Committee of the Council and Board of the PIC, Inc. shall be at the discretion of the Mayor of San Francisco, in his capacity as the LEO, as contemplated under the Act and the Regulations; in furtherance thereof, the terms of office of all existing members of the Executive Committee of the Council and the Board of the PIC, Inc. shall be deemed to expire on the date of certification of the City's LWIB by the Governor.

(d) Amendments and restatements of the articles of incorporation and bylaws of the PIC, Inc. to reflect certification as the City's LWIB, One Stop Operator and Local Administrative

Entity, respectively, consistent with the foregoing revisions, the Act, the Regulations and the MPA, and as may otherwise be appropriate for conformance and for "clean-up purposes." Specific amendments and restatements shall subsequently be presented to the Council and the Board for approval and adoption at the appropriate time or times.

The Chairperson or Vice Chairperson of the Board ~~and the President of the PIC, Inc.~~ are each hereby authorized, whether acting individually or in combination, to execute such measures and documents in the name and on behalf of the PIC, Inc. in such final legal form as may be appropriate. Further, such Officers are hereby directed, in consultation with legal counsel, to make such filings with taxing and other governmental authorities, and furnish notices to such persons and entities, as shall be necessary or appropriate under the circumstances of the transition and reorganization of the PIC, Inc., a California nonprofit, tax-exempt corporation.

SECTION 5. Further Actions Authorized. The Chairperson *or Vice Chairperson* of the Council, ~~the President~~ and the other currently designated Officers of the Council and the PIC, Inc. are hereby respectively authorized and directed to perform any additional actions necessary or advisable to be performed, including the execution of any instruments, documents or certificates, for carrying out the provisions and intent of this Resolution.

SECTION 6. Effective Date. This Resolution shall be effective immediately upon its adoption.

THE FOREGOING RESOLUTION WAS DULY PASSED AND ADOPTED ON SEPTEMBER 12, 2000 BY THE COUNCIL ACTING AS SUCH AND IN ITS CAPACITY AS THE INTERIM POLICY BODY.

_____

Craig K. Martin, Chairperson
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO

ATTEST:

_____

Secretary
PRIVATE INDUSTRY COUNCIL
OF SAN FRANCISCO

~~COUNCIL~~ *BOARD OF DIRECTORS* RESOLUTION

WHEREAS, it is the desire of the Private Industry Council of San Francisco, Inc. (PIC) to continue to reward its employees for faithful service rendered by the adoption of a Tax Sheltered Annuity "TSA" plan under section 403(b) of the Internal Revenue Code (the "Code"), and

WHEREAS, it is believed that the continuation of the plan will encourage continuous employment and loyalty to the PIC, in the mutual interest of the employees and the PIC.

THEREFORE, IT IS RESOLVED: That the PIC does hereby continue the Tax Sheltered Annuity Plan from Delta Life and Annuity Company, and it is

FURTHER RESOLVED: That the Plan shall be effective for the Plan Year January 1, 2001 to December 31, 2001; and it is

FURTHER RESOLVED: That the rate of PIC's retirement contribution will be 6% for the period January 1, 2001 to December 31, 2001; and it is

FURTHER RESOLVED: That the Directors shall review the rate of PIC's retirement contribution annually, on or about November 15, to determine the rate of contribution for the following Plan year; and it is

FURTHER RESOLVED: That the ~~President or any Vice President of the PIC be authorized~~ *Directors shall authorize* and ~~directed to~~ execute any documents to adopt, amend, and restate the Private Industry Council of San Francisco Retirement Plan (the "Plan").

FURTHER RESOLVED: That the PIC Human Resources Manager be and hereby is designated as Administrator to formulate rules and procedures conforming to the plan document for administration and participation in such annuity contracts.

FURTHER RESOLVED: That the ~~Council~~ *Directors* ~~has~~ *have* reviewed and approved this resolution this ~~12th~~ *10th* day of ~~September~~*October*, 2000.

Craig K. Martin, Chairman	Date

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

9.20

MEMORANDUM

TO: PIC BOARD OF DIRECTORS
MAYOR WILLIE L. BROWN, JR.

DATE: SEPTEMBER 27, 2000

8/00
chmend

FROM: JACK FITZPATRICK, CHAIRMAN *for JF*

SUBJECT: REVISED REFUGEE COMMITTEE FUNDING RECOMMENDATION FOR FEDERAL FISCAL YEAR (FFY) 2000 (NOVEMBER 28 BOARD MEETING – AGENDA ITEM 4)

nda
er rec'd)

The Private Industry Council (PIC) Board of Directors is asked to approve a revised expenditure plan for Federal Fiscal Year (FFY) 2000 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds.

Background

At the September 12, 2000 PIC meeting, preliminary TA and RESS formula allocations were discussed and an expenditure plan was approved. Subsequent to that meeting, we received:

- Final funding allocations from the Office of Refugee Resettlement (ORR) which were $7,035 less than the preliminary allocation figures for the regular TA and RESS formula funds, and
- A State Refugee Programs Branch (RPB) augmentation to the RESS formula funding which amounted to an additional $11,280.

The net surplus from the two subsequent actions amounts to $4,245: $3,608 for services and $637 for PIC administration.

Recommendation

The PIC Refugee Committee recommends the $3,608 for services be added to the supportive services pool for transportation and childcare for the refugees. The initial recommendation for this pool was conservatively low. A revised funding recommendations spreadsheet is attached.

I will be available at your November 28th meeting to answer any questions you may have about the recommendations.

Attachment

cc: Refugee Committee Members and Refugee Subcontractors
David Curto, DHS
Jay Nelson, CDSS/RPB
PIC Staff

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PRIVATE INDUSTRY COUNCIL REFUGEE COMMITTEE REVISED FFY 2000 FUNDING RECOMMENDATIONS

Proponent	Activity	Initial FFY 2000 Recom. Funding	Additional Funds Recomm	Revised Recomm.	TA	RESS	Recom. Svc.	Recom. Plc.	Place. Rate
International Rescue Committee	CIP	$93,511		$93,511	$73,743	$19,768	NA	NA	NA
Catholic Charities/REAP	ES	$141,123		$141,123	$141,123	$0	83	54	65%
	IR	$19,500		$19,500	$0	$19,500	13	10	77%
Refugee Transitions	A/SAS	$19,500		$19,500	$0	$19,500	NA	NA	NA
	ES	$35,000		$35,000	$35,000	$0	29	20	69%
African Imm. & Refugee Res. Center	ES	$30,094		$30,094	$30,094	$0	14	11	79%
International Institute of San Francisco	A/SAS	$35,583		$35,583	$0	$35,583	NA	NA	NA
Career Resources Development Center	VT	$0		$0	$0	$0	0	0	NA
Jewish Vocational Service	ES	$195,335		$195,335	$195,335	$0	98	64	65%
	VT-CAD	$55,214		$55,214	$55,214	$0	21	17	81%
	VT-CNA	$0		$0	$0	$0	NA	NA	NA
	VT-OTC	$58,980		$58,980	$58,980	$0	20	16	80%
Subtotal		$683,840		$683,840	$589,489	$94,351	278	192	69%
IR Set Aside		$65,000		$65,000	$0	$65,000			
Transportation/Childcare		$23,074	$3,608	$26,682	$16,307	$10,375			
Total		$771,914		$775,522	$605,796	$169,726			
PIC Administration		$136,220	$637	$136,857	$106,905	$29,952			
Grand Total		$908,134	$4,245	$912,379	$712,701	$199,678			

CIP = Central Intake Point
A/SAS = Acculturation/Social Adjustment Services
ES = Employment Services
VT = Vocational Training
IR/OJT = Individual Referral/OJT

9/27/00

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
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MEMORANDUM

TO: PIC BOARD OF DIRECTORS
MAYOR WILLIE L. BROWN, JR.

DATE: SEPTEMBER 27, 2000

FROM: JACK FITZPATRICK, CHAIRMAN

SUBJECT: REFUGEE COMMITTEE RECOMMENDATION TO ACCEPT TARGETED ASSISTANCE DISCRETIONARY GRANT FUNDS (NOVEMBER 28 BOARD MEETING – AGENDA ITEM 4)

The Private Industry Council (PIC) Board of Directors is asked to approve the acceptance of Federal Fiscal Year (FFY) 2000 Targeted Assistance (TA) discretionary funds.

Background
On September 26, 2000, PIC Staff received notification from the State Refugee Programs Branch (RPB) that the Office of Refugee Resettlement (ORR) had selected proposals for Federal Fiscal Year (FFY) 2000 Targeted Assistance (TA) discretionary grants. They were also informed that the proposal submitted by Jewish Vocational Service (JVS), one of four proposals submitted from San Francisco through the PIC, was selected. Only six proposals from California were selected.

On September 27th, the Refugee Committee met and voted to recommend acceptance of the $130,731 in funds for the JVS Licensed Vocational Nurse vocational training program.

Recommendation
The Refugee Committee recommends acceptance of the above TA discretionary funds.

I will be available at your November 28th meeting to answer any questions you may have about this item.

cc: Refugee Committee Members
Refugee Subcontractors
David Curto, DHS
Jay Nelson, CDSS/RPB
PIC Staff

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: PIC BOARD OF DIRECTORS
MAYOR WILLIE L. BROWN, Jr.

DATE: NOVEMBER 20, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: STAFF RECOMMENDATIONS FOR CARRY FORWARD REFUGEE FORMULA FUNDS WITH REVIEW OF SUBCONTRACTORS' FEDERAL FISCAL YEAR (FFY) 1999 PERFORMANCE (NOVEMBER 28 BOARD MEETING – AGENDA ITEM 5)

The Board of Directors of the Private Industry Council, Inc. (PIC) is asked to approve an expenditure plan for carry forward FFY 1999 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds.

Available Funds
Staff has determined funds that are unexpended from FFY 1999 and can be carried forward to FFY 2000 programs.

The funds are as follows:

Carry Forward RESS funds	$111,112
Carry forward TA funds	$124,219
Total	$235,331

Background and FFY 1999 Performance
In FFY 1999, which ended September 30, 2000, the PIC funded seven agencies with RESS and TA formula monies. Five of those agencies, Career Resources Development Center (CRDC), Refugee Transitions, Jewish Vocational Service (JVS), Catholic Charities/Refugee Employment Assistance Program (REAP), and African Immigrant and Refugee Resource Center (AIRRC) operated employment programs. International Institute of San Francisco and Refugee Transitions had programs that provided acculturation and social adjustment services to refugees through RESS funds. The International Rescue Committee served as the Central Intake Point (CIP) for our refugee services.

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JVS was responsible for both Employment Services (ES) and Vocational Training (VT) programs. They actually had three VT programs: Certified Nursing Assistant (CNA), Office Technology and Communication, and Computer Aided Drafting & Design (CAD). CRDC ran a clerical and medical/clerical training program designed to prepare refugees for office work in a medical setting. All of the VT programs included concurrent Vocational English as a Second Language (VESL) training.

Our ES programs are structurally alike. All provide concurrent English Language Training along with job search workshops, counseling, and job readiness training.

The PIC is no longer funding the CRDC program or the JVS CNA program in FFY 2000.

It is important to review our subcontractors' performance within the context of systemic issues that have affected and are continuing to affect our overall county performance.

The number of Refugee Cash Assistance (RCA) clients who are required by law to enroll in our refugee funded programs and the number of Temporary Assistance for Needy Families (TANF) recipients have continued to decrease in San Francisco County. The September 2000 Department of Health Services MEDS File Report indicates that there are only 15 RCA cases and 202 refugees in the country 60 months or less who are receiving TANF. Six months ago there were 29 RCA cases and 314 TANF adults <60 months. At this time last year, there were 23 RCA cases and 402 TANF cases. As one can see, the number of refugees on cash aid is continuing to steadily decrease. In addition, the number of refugee arrivals continues to decline. In the past five years (1995–1999) San Francisco's arrivals have declined by approximately 68%. Refugees, as many others, cannot afford the extremely high housing costs here.

Although all of the clients receiving RCA are mandated to enroll in our refugee-funded programs, the TANF recipients have a choice of programs through CalWORKs. We had 61 TANF clients enrolled in our refugee funded programs this year (October 1999 - September 2000). Some TANF refugees are enrolled in other vocational training programs not funded with refugee funds, and many others are already working and are exempt from participation in CalWORKs; however, we continue to try to recruit them for our programs.

PROGRAM PERFORMANCE

The first three attached tables reflect the subcontractors' performance from October 1, 1999 through September 30, 2000. The tables are arranged by funding source (RESS/TA) and grouped by activity (ES/ VT/IR). The third table shows a comparison of the ES/VT/IR activities.

We enrolled 266 of a planned total of 383 for the formula-funded employment subcontracts. Another 53 slots were available through a set aside pool of funds for additional referrals if needed, but they were not. By the end of September, we achieved a 52% employment rate with an average hourly wage of $11.05. However, sixteen IR and eight VT participants who have not yet been placed in unsubsidized employment continue to be served, and therefore the employment rate should soon increase. Locally we will continue to track them as Federal Fiscal Year (FFY) 1999 program participants.

Employment Services (ES)
The ES programs continued to struggle to meet their goals. The only ES program that met or exceeded its enrollment goal was JVS's ES component for refugees 50 years and older. Planned placement rates also were not achieved. The ES average hourly wage was $9.83. All of the ES programs received funding cuts for FFY 2000, except the JVS older refugee component.

Individual Referral/On-the-Job Training (IR/OJT)
REAP's IR/OJT program achieved 97% of its enrollment goal for this program year. Two clients were enrolled in on-the-job training and the rest were individually referred to vocational classroom training programs. At the end of September, the program had only achieved a 41% placement rate; however, 16 of its 29 participants are continuing to receive placement services, and the IR placement rate should soon rise substantially as it did last year. Currently, the IR average hourly wage at placement is $17.64.

Vocational Training (VT)
Two of the four VT programs were focused on office training: CRDC's Clerical/Medical program and JVS's Office Technology program. CRDC's program had serious enrollment and placement problems, and it was not funded for FFY 2000. JVS's Office Technology program faired better, and its 64% placement rate should rise as it continues to provide placement services for six participants. JVS's Certified Nursing Assistant (CNA) program had serious enrollment problems, and consequently, it was not funded for FFY 2000. JVS's Computer-Assisted Drafting and Design (CAD) program achieved 78% of its enrollment goal, and its 76% placement rate may rise as it continues to provide placement services for two participants. The combined VT average hourly wage currently is $11.63.

Acculturation/Social Adjustment Services (A/SAS)
International Institute's acculturation program exceeded its enrollment goal, but RT achieved only 52% of its goal. RT's program received a funding cut for FFY 2000.

CARRY FORWARD FUNDING RECOMMENDATIONS
Table 4 represents PIC Staff recommendations for the carry forward funds. They are:

- Increasing funds for the Central Intake Point for intake and assessment services for the additional refugees to be served.
- Increasing the Catholic Charities' IR program enrollment goal by 12. This is the only refugee program that has a waiting list. The program started October 1st, and it has already met its enrollment goal for the year.
- Increasing Jewish Vocational Service's (JVS) Office Technology and Communication (OTC) enrollment goal by 10. This will enable JVS to offer night classes for refugees who are working, but not yet self-sufficient.
- Increasing Jewish Vocational Service's (JVS) Computer-Assisted Drafting & Design (CAD) program enrollment goal by 6. It has enhanced its program this year by adding a web site design component, and demand for this technology is high.
- Continuing to set aside funds to be available to all. The recommended set aside is $113,224 less than the generic set aside pot equaled last year. These funds will be used for additional IR/OJT slots if needed or for special projects as deemed necessary. Department of Human Services (DHS) and PIC staff are still concerned that there may be client special needs that surface which would require a special project or a supplemental Request For Qualifications (RFQ).
- Increasing funds for supportive services, including transportation and childcare subsidies, for the additional refugees to be served.
- Increasing IISF's acculturation program enrollment goal. It enrolled 104% of its goal last year. Even with this increase, its new goal is less than its actual performance was last year.

Staff will be available at your November 28th, 2000 meeting to answer any questions you may have.

Attachments

cc: Refugee Committee
Refugee Proponents
Jay Nelson, CDSS
DHS Staff
PIC Staff

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
TITLE: 951 RESS 99
SUBCONTRACTOR PERFORMANCE SUMMARY - ACTUAL VS PLANNED
PERIOD: 10/01/1999 TO 09/30/2000

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE	HOURS PWEEK	EMPLOYMENT RATE*
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	&			
111H951H8 CRDC-VT/VESL	27	39	69%	9	35	26%	5	25	20%	4	29	14%	2	4	50%	2	31	6%	$9.28	34.00	33%
168H951H8 JVS-VT/OTC	25	30	83%	23	24	96%	8	12	67%	9	16	56%	3	8	38%	1	16	6%	$9.91	27.00	64%
TOTAL VT	52	69	75%	32	59	54%	13	37	35%	13	45	29%	5	12	42%	3	47	6%	$9.73	28.97	48%
147H951G8/J8 REAP-IR/OJT	14	15	93%	5	12	42%	3	10	30%	3	7	43%	1	0	INF	3	12	25%	$18.60	40.00	36%
TOTAL IR/OJT	14	15	93%	5	12	42%	3	10	30%	3	7	43%	1	0	INF	3	12	25%	$18.60	40.00	36%
TOTAL VT & IR/OJT	66	84	79%	37	71	52%	16	47	34%	16	52	31%	6	12	50%	6	59	10%	$10.93	30.46	45%
245H951S8 IISF-A/SAS	229	221	104%	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	N/A	N/A	0%
263H951S8 RT-A/SAS	47	90	52%	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	N/A	N/A	0%
TOTAL A/SAS	276	311	89%	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A	N/A	N/A	0%
TOTAL VT/IR/OJT&A/SAS	342	395	87%	37	71	52%	16	47	34%	16	52	31%	6	12	50%	6	59	10%	$10.93	30.46	9%

Employment Entry Full Time: 21 Part Time: 16

*number of unduplicated refugees obtaining employment vs. number of enrollees.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
TITLE: 952 TA 99
SUBCONTRACTOR PERFORMANCE SUMMARY - ACTUAL VS PLANNED
PERIOD: 10/01/1999 TO 09/30/2000

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE	HOURS PWEEK	EMPLOYMENT RATE*
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	&			
147H952GB/J8 REAP-IR/OJT	15	15	100%	8	12	67%	3	10	30%	5	7	71%	0	0	N/A	7	12	58%	$17.04	38.75	47%
TOTAL IR/OJT	15	15	100%	8	12	67%	3	10	30%	5	7	71%	0	0	N/A	7	12	58%	$17.04	38.75	47%
147H952P8 REAP-ES/ELT	38	100	38%	25	66	38%	7	41	17%	18	50	36%	4	18	22%	13	48	27%	$10.81	26.00	63%
160H952P8 TBC-ES/ELT	12	15	80%	8	12	67%	4	6	67%	3	10	30%	0	2	0%	0	10	0%	$9.42	39.00	58%
168H952P8 JVS-ES/ELT	51	71	72%	38	53	72%	21	19	111%	23	23	100%	8	19	42%	5	34	15%	$9.80	35.00	57%
168H952P81 JVS-ES/ELTO	38	35	109%	16	16	100%	7	4	175%	7	10	70%	2	5	40%	4	11	36%	$9.06	29.00	34%
263H952P8 RT-ES/ELT	21	31	68%	8	21	38%	3	11	27%	5	15	33%	2	5	40%	5	16	31%	$8.81	35.00	38%
TOTAL ES	160	252	63%	95	168	57%	42	81	52%	56	108	52%	16	49	33%	27	119	23%	$9.83	31.96	51%
168H952H81 JVS-VT/CAD	21	27	78%	18	21	86%	11	11	100%	14	16	88%	4	5	80%	1	16	6%	$15.33	39.00	76%
168H952H82 JVS-VT/CNA	4	5	80%	3	4	75%	3	2	150%	0	3	0%	1	1	100%	0	3	0%	$9.67	40.00	75%
TOTAL VT	25	32	78%	21	25	84%	14	13	108%	14	19	74%	5	6	83%	1	19	5%	$14.52	39.14	76%
TOTAL IR/OJT,ES,VT	200	299	67%	124	205	60%	59	104	57%	75	134	56%	21	55	38%	35	150	23%	$11.09	33.61	54%

Employment Entry Full Time: 87 Part Time: 37

*number of unduplicated refugees obtaining employment vs. number of enrollees.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1999 REFUGEE
ES,IR,OJT,VT PROGRAM COMPARISON
PERIOD: 10/01/1999 TO 09/30/2000

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE	HOURS PWEEK	EMPLOYMENT RATE*
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	&			
ES TA	160	252	63%	95	168	57%	42	81	52%	56	108	52%	16	49	33%	27	119	23%	$9.83	31.96	51%
IR/OJT TA	15	15	100%	8	12	67%	3	10	30%	5	7	71%	0	0	N/A	7	12	58%	$17.04	38.75	47%
IR/OJT RESS	14	15	93%	5	12	42%	3	10	30%	3	7	43%	1	0	INF	3	12	25%	$18.60	40.00	36%
TOTAL IR/OJT	29	30	97%	13	24	54%	6	20	30%	8	14	57%	1	0	INF	10	24	42%	$17.64	39.23	41%
VT TA	25	32	78%	21	25	84%	14	13	108%	14	19	74%	5	6	83%	1	19	5%	$14.52	39.14	76%
VT RESS	52	69	75%	32	59	54%	13	37	35%	13	45	29%	5	12	42%	3	47	6%	$9.73	28.97	48%
TOTAL VT	77	101	76%	53	84	63%	27	50	54%	27	64	42%	10	18	56%	4	66	6%	$11.63	33.00	57%
GRANT TOTAL ES,IR,OJT,VT	266	383	69%	161	276	58%	75	151	50%	91	186	49%	27	67	40%	41	209	20%	$11.05	32.89	52%

Employment Entry Full Time: 108 Part Time: 53

*number of unduplicated refugees obtaining employment vs. number of enrollees.

TABLE 4
PRIVATE INDUSTRY COUNCIL STAFF RECOMMENDATIONS FOR FFY 1999 CARRY FORWARD FUNDS

Proponent	Activity	Current Funding	Additional Funds Recomm	Additional RESS	Additional TA	Revised Recomm.	Rev. Recom. Svc.	Rev. Recom. Plc.	Place. Rate
International Rescue Committee	CIP	$93,511	$5,656	$2,424	$3,232	$99,167	NA	NA	NA
Catholic Charities/REAP	ES	$141,123				$141,123	83	54	65%
	IR	$19,500	$18,000	$18,000		$37,500	25	20	80%
Refugee Transitions	A/SAS	$19,500				$19,500	NA	NA	NA
	ES	$35,000				$35,000	29	20	69%
African Imm. & Refugee Res. Center	ES	$30,094				$30,094	14	11	79%
International Institute of San Francisco	A/SAS	$35,583	$14,908	$14,908		$50,491	NA	NA	NA
Career Resources Development Center	VT	$0				$0	0	0	NA
Jewish Vocational Service	ES	$195,335				$195,335	98	64	65%
	VT-CAD	$55,214	$15,775		$15,775	$70,989	27	21	78%
	VT-CNA	$0				$0	NA	NA	NA
	VT-OTC	$58,980	$29,489		$29,489	$88,469	30	24	80%
Subtotal		$683,840	$83,828	$35,332	$48,496	$767,668	306	214	70%
IR Set Aside		$65,000	$72,000	$72,000		$137,000			
Set Aside - All		$0	$70,000		$70,000				
Transportation/Childcare		$26,682	$9,503	$3,780	$5,723	$36,185			
Total		$775,522	$235,331	$111,112	$124,219	$940,853			
PIC Administration		$136,220	$3,064	$893	$2,171	$139,284			
Grand Total		$911,742	$238,395	$112,005	$126,390	$1,150,137			

CIP = Central Intake Point
A/SAS = Acculturation/Social Adjustment Services
ES = Employment Services
VT = Vocational Training
IR/OJT = Individual Referral/OJT

11/20/00

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

creating employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS
MAYOR WILLIE L. BROWN, JR.

DATE: NOVEMBER 20, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: REQUEST FOR RATIFICATION OF REFUGEE GRANT PROPOSAL SUBMITTED BY THE PRIVATE INDUSTRY COUNCIL (PIC) (NOVEMBER 28 BOARD MEETING – AGENDA ITEM 6)

In October, the PIC staff received word from the Refugee Programs Branch (RPB) of the California Department of Social Services that a request for funding had been made to the RPB by Survivors International (SI), a San Francisco-based community agency that provides services for torture survivors. SI is currently in a difficult financial and service delivery position since its three-year grant from the Office of Refugee Resettlement (ORR) ended. The RPB said it would be willing to consider funding the agency, but the request for funding would have to come from the PIC, on SI's behalf.

Attached you will find a copy of the PIC cover letter to the RPB and a summary of the proposed project.

The PIC Board of Directors is asked to **approve** the staff's actions with regard to the submission of the proposal.

Staff will be available at your November 28th meeting to answer any questions you may have about this item.

Attachments

cc: Refugee Committee Members
Refugee Subcontractors
David Curto, DHS
Jay Nelson, CDSS/RPB
PIC Staff

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
415.431.8700 • Fax 415.431-8702 • TDD 800.735.2929 (CRS)
www.picsf.org • e-mail: 411@picsf.org

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

November 16, 2000

Mr. Robert A. Barton, Chief
Refugee Programs Branch
California Department of Social Services
744 "P" Street, MS 6-646
Sacramento, CA 95814

Dear Mr. Barton:

The Private Industry Council of San Francisco, Inc. (PIC) is pleased to submit for your consideration the enclosed proposal from Survivors International (SI), a San Francisco-based community agency that provides services for torture survivors. As you know, SI is currently in a difficult financial and service delivery position since its three-year grant from the Office of Refugee Resettlement (ORR) ended. We are requesting funds from the Refugee Programs Branch (RPB) to enable SI to continue to provide, and improve, much-needed services to this most vulnerable refugee population.

One of the ways these funds would be used is to address the need for initial comprehensive assessments. Torture survivors currently are referred to psychotherapists based on an initial request for treatment, but many of them subsequently exhibit great medical and social needs that were not identified beforehand due to the lack of initial comprehensive assessments. If funded, this project would expand and centralize SI's initial assessment procedures in order to evaluate refugees' medical, psychological, and social needs at inception and to develop more comprehensive intervention rehabilitation plans.

Related to that, our refugee employment service providers have expressed a concern that some of their Bosnian clients may have undiagnosed mental health issues that preclude them from obtaining employment. Often, the service providers do not detect these issues until they have spent many months providing employment services for them. As part of SI's proposed services, they will conduct extensive outreach with refugee service providers in San Francisco to identify potential torture survivors and offer them the services they need. SI will also target its outreach to isolated refugee groups that have been reluctant to seek assistance.

We hope that you will consider these services worthy of your support, as we do.

Sincerely,

Pamela Calloway

Pamela S. Calloway
President

Enclosure

cc: SI
PIC Staff

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
415.431.8700 • Fax 415.431.8702 • TDD 800.735.2929 (CSR)
www.picsf.org • e-mail: 411@picsf.org

I. PROJECT SUMMARY / ABSTRACT

Survivors International (SI) is a torture treatment center that provides clinical, medical, and social services to survivors of torture who live in San Francisco and the contiguous counties. Founded in 1990, SI has served over 1100 clients from 72 countries through a variety of community and office based interventions and treatments related to physical and mental health, legal status, work permit, social integration, self-efficacy, empowerment, and related skills necessary for survivors to lead productive lives in the U.S. SI offers extensive outreach and training services and has provided technical assistance to help initiate other centers throughout the U.S.

SI requests a grant of $168,630 from the Private Industry Council to: 1) expand clinical and social services to more torture survivors, especially members of isolated and under served communities; and 2) develop and implement a coordinated medical/psychological/social assessment strategy for all new clients to offer more comprehensive services that address their needs in a holistic manner.

II. NEED FOR ASSISTANCE

A. Service Eligibility/Access

SI serves torture survivors and their families in San Francisco and the neighboring counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. Clients requesting medical and/or psychological evaluations for political asylum sometimes come from more distant areas such as Southern California or even other states.

Individuals are referred from a wide variety of organizations, including hospitals, clinics, resettlement agencies, immigration attorneys, human rights groups, schools, community organizations, and social service agencies. To be eligible for services, individuals must be torture survivors, family members of torture survivors, witnesses to torture, or members of a community that has experienced extensive human rights abuses.

B. Needs

(i) Demographic Profile

The San Francisco Bay Area has one of the highest concentrations of immigrants and refugees in the U.S. From FFY 1995-1999, the six counties targeted by this application received a total of 18,185 refugees. By applying the commonly estimated rates of refugee torture (from 5%-35%) to Bay Area refugees, we can estimate that between 909 and 6,365 refugees arriving in the past 5 years are torture survivors. These figures do not include the enormous number of documented and undocumented immigrants in the area, nor do they take into account secondary migration from other states.

PRIVATE INDUSTRY COUNCIL

of San Francisco, Inc.

MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** NOVEMBER 20, 2000
MAYOR WILLIE L. BROWN, JR.

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: REQUESTS FOR RATIFICATION OF GRANT APPLICATIONS AND PROPOSALS SUBMITTED BY THE PRIVATE INDUSTRY COUNCIL (NOVEMBER 28 BOARD MEETING—AGENDA ITEM 7)

One of the changes brought about by the Workforce Investment Act (WIA) is larger set-aside reserves at the National and State levels for demonstration and discretionary programs. The Secretary of Labor may reserve 25% of WIA funds for national demonstration programs, and Governors may reserve 15% for discretionary uses. The result is a more competitive world for Local Workforce Investment Boards (LWIBs) — more solicitations to which to respond, more ad hoc partnerships to form, and more programs that are experimental.

Our Strategic Five Year Local Plan (pp. 20) states, "For all programs, to achieve more effective coordination, the WIB will be active in responding to solicitations from the State and federal governments and in seeking partnerships with private grant-makers (corporations, foundations, etc.). We will initially focus our efforts on special youth programs and projects, consistent with the goals and objectives established in this plan."

The Board of Directors is asked to **ratify or approve** the staff's actions with regard to the following solicitations:

I. Governor's 15% Discretionary "Call Letter" Projects;
II. Governor's 15% Caregivers Training Initiative; and
III. Governor's 15% Youth Development and Crime Prevention.

I. **Governor's 15% Discretionary "Call Letter" Projects** (Workforce Investment Act funds) issued by the California Workforce Investment Board—due Oct. 31, 2000 ($2,200,000)

On Sep. 22 the State WIB issued a "call letter" solicitation for $20 million, inviting two-page summaries of proposed projects to be responsive to criteria to be developed at the State Board's October 6th meeting. At that meeting the members held a lengthy discussion about the $20 million but did not reach a consensus regarding priorities for its use. In addition, the State's solicitation failed to require local PIC/WIB consultation when it invited proposals, notwithstanding the responsibility of LWIB's for the performance of all projects funded with WIA dollars.

By October 31, the PIC, Inc. submitted three concept papers in response to the State solicitation:

- *San Francisco Information Technology Career Ladders Initiative ($1,000,000)*

  The Career Ladders Initiative will "create a citywide network of career-ladder programs in high demand information technology" (IT) areas. It will "provide two-step entry level skills training to 250 low income residents incorporating contextualized basic skills training and employer-driven entry-level skills training in three career areas: PC Technician, Web Technician, and Web Design. It would provide upgrade skills in Cisco, Unix, and advanced Web Design to 60 individuals."

  Mission College (San Jose), City College of San Francisco (CCSF), and the Bay Area Video Coalition will "work with employers and industry certification specialists to develop employer-focused curricula. The collaborative will train 12 instructors for basic skills, entry-level and advanced training."

- *San Francisco Capacity Building Project ($200,000)*

  This project will "build the capacity of the One Stop system by providing or arranging for the provision of educational, training, and technical assistance services to members of the new San Francisco Workforce Investment Board, members of its committees (including the Youth Council), governing board members and staff of its One Stop partners, and of its Access Point and Service Provider subcontractors."

  "Resources from this proposed subgrant would permit educational, training, and capacity building services presented outside of San Francisco to become accessible to those in the City who need them and, where it would be more cost effective to present them in the City, this subgrant would permit that to be arranged."

- *San Francisco Homeless Employment Collaborative ($1,000,000)*

  This project "will provide case management, job readiness, employment training, job placement and job retention services to 400 homeless individuals for a twelve month period." It will employ the existing eleven-member collaboration of community-based agencies that has designed and operated job training programs exclusively for the homeless for the past four years.

  Of the 400 enrolled, 160 will be placed into unsubsidized employment (40%), and 112 of those placed will still be in the workforce 90 days after the date of placement.

Staff has no knowledge of other San Francisco proposals that might have been submitted without its knowledge or consultation.

II. **Caregiver Training Initiative** (combining Welfare to Work and WIA funds) issued by the California Employment Development Department and California Department of Social Services—due Nov. 13, 2000 ($1,000,000).

In September the departments issued a State solicitation of $25 million to recruit, train and retain certain caregivers in support of the Governor's Aging with Dignity Initiative. The solicitation asks for regional proposals. The occupational focus includes such nursing and direct care staff as Certified Nurse Assistants, Psychiatric Technicians, Licensed Vocational Nurses, Personal Care Assistants and In Home Supportive Services Workers.

With planning and grant-writing assistance from the Department of Human Services, and the participation of key agencies in the delivery of health care occupational training and In-Home Supportive Services (IHSS) services, the PIC will perform the role of applicant and recipient of funds for San Francisco and San Mateo counties. The budget will include a fulltime employee responsible for program coordination and oversight of the five (contemplated) subcontractors. San Mateo, facing a different operating environment, will coordinate its activity and provide reports to the PIC.

A separate proposal will be submitted by the North Bay Employment Connection (Marin, Sonoma, Napa, and Solano counties).

III. **Youth Development and Crime Prevention** (Substance Abuse, Mental Health, and Workforce Investment Act funds) issued by joint State departments—due December 1, 2000 ($1,000,000 to $1,200,000 to be determined).

$5.075 million is available statewide for three to five awards to counties or regions, comprised of separate funding streams to be coordinated at the local level. Joint

planning has been led by the Public Health Department, Community Mental Health Services, and has included representatives of the Juvenile Probation Department, the PIC, and others. Additional representatives (i.e., a mentoring organization) are being recruited to help complete the necessary partnerships for submission of a proposal.

The target population is youths age 14-17 residing in one of San Francisco's four YO SF! Enterprise Communities who have at least one or more juvenile justice probation referrals and a serious mental health or substance abuse problem. All youth who are referred to the Juvenile Probation Department will be screened for potential participation in the program, and those who meet criteria will be referred for a comprehensive assessment and intensive service by an interdisciplinary case management team. The team will work with the youth, family, and other caregivers to develop a strength-based service plan which includes (YOG) community-based services, and mental health and substance abuse treatment.

The proposal is a work in progress, and much of the planning has yet to be completed. Outcome objectives will include reducing recidivism rates and placement in employment.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
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MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** NOVEMBER 20, 2000
MAYOR WILLIE L. BROWN, JR.

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: STAFF RECOMMENDATIONS FOR YOUTH OPPORTUNITY GRANT SUBCONTRACTS
(NOVEMBER 28 BOARD MEETING—AGENDA ITEM 8)

The PIC's May 2000 RFP solicitations invited proposals for employment and training services using funds from any one of several federal or state grants. It solicited proposed youth programs not only for formula funds provided under Title 1-B of the Workforce Investment Act (WIA), but also for "Title 1-D Youth Opportunity Grant (YOG) funds and other funds to be determined."

Among the thirty proposals that were submitted in response to that solicitation, eight were noted as "appropriate for YOG funds" by the Review Team in their recommendations to the Transitional Youth Council due to their program design and selection criteria scores. These recommendations, presented to the Transitional Youth Council on June 5, were approved by the Mayor and Council on June 23, 2000.

Background

The U.S. Department of Labor's contract with the PIC for **YO! SF** is a substantial new public/private initiative to provide youth employment and development services to San Francisco Enterprise Community residents aged 14-21 at Youth Opportunity Centers in each of four federally designated Enterprise Communities – South of Market, Mission, Bayview/Hunters Point and Visitacion Valley. Within these four communities, center sites will operate to coordinate the provision of services to youth at Arriba Juntos

(SOMA), RAP Alternative High School/Collaborative (Mission), Gloria R. Davis Beacon/YMCA (BVHP) and Sunnydale Boys and Girls Club (VV).

During the life of this grant, San Francisco will serve 3,200 of the 4,000 young people who reside within these four communities. Partners in the grant include: Bank of America, YMCA, San Francisco Unified School District, San Francisco School to Career Partnership, San Francisco Housing Authority, Department of Human Services, Department of Children, Youth and Families, San Francisco Juvenile Probation Department, Parks and Recreation, Americorps, Beacons Centers, Step to College, City College of San Francisco, and Jobs For Youth.

Recommendations for YOG Funding

For PY'2000-01, staff recommends—

- that $1,118,88 of the $1,540,480 available in the YOG budget for Training Costs be made available for training services subcontracts as outlined on the following page;
- that an additional $150,000 be set aside for Individual Referral Services that will provide an opportunity to use existing subcontractors or vendors; and
- that the balance of the Training Costs budget be reserved to support comprehensive youth development activities within the four sites, San Francisco State University and City College.

Following the summary table are an update on YOG implementation and copies of individual score sheets and program summaries from the staff's recommendations in June of this year.

If you have questions, please contact me or Elizabeth Jackson-Simpson. YOG's initial funding year ends June 30, 2001, thus time is of the essence.

YO! SF Budget Summary

YO! SF Proposed Budget	PY 00-01
Personnel	$2,079,720
Fringe Benefits (Rate 12%)	$434,878
Travel	$100,000
Equipment	$236,350
Supplies	$108,550
Contractual	$2,016,894
Other	$48,250
Indirect Cost	$434,878
Training Costs/Stipends	$1,540,480
Grand Total	$7,000,000

YO! SF Proposed Recommendations for Funding

	Proponent	Activity	Amount Requested	Initial Funding	Initial Svc.	YOG Subcon. Recomm.	YOG Set Aside	YOG Total	Revised Svc.	Cost Per Youth
#05	Arriba Juntos [OS]	BRE/ESL/WR	$241,688	$0	50	$42,938	$0	$42,938	10	$4,294
#06	Arriba Juntos [OS]	OJT	$89,712	$0	10	$25,000	$20,000	$45,000	10	$4,500
#13	New Direction [IS]	BRE/WR	$141,686	$0	50	$52,993	$17,850	$70,843	25	$2,834
#21	Young Com. Developers [IS]	BRE/WR	$701,177	$100,767	160	$91,513	$18,037	$109,550	25	$4,382
#22	Young Com. Developers [OS]	BRE/WR	$258,448	$0	40	$120,448	$138,000	$258,448	40	$6,461
#25	Larkin Street Yth.Ctr.[OS]	WR	$545,138	$0	250	$60,463	$18,037	$78,500	36	$2,181
#20	SF Boys & Girls Club [IS]	WR	$336,396	$0	90	$34,125	$0	$34,125	25	$1,365
#26	Columbia Park Boys & Girls Club [OS]	WR	$32,000	$0	32	$32,000	$0	$32,000	30	$1,067
	STEP School to Career [IS]	BRE/WR	$0	$280,000	185	$59,363	$75,038	$134,400	60	$2,240
	Subtotal		$2,346,245	$380,767	867	$518,842	$286,962	$805,804	261	
	Set Aside					$0	$0	$0		
	Transportation/Childcare					$0	$0	$203,789		
	PIC Administration					$0	$0	$109,235		
	Grand Total		$2,346,245	$380,767	867	$518,842	$286,962	$1,118,828		

BRE - Basic Remedial Education
ESL - English-as-a-Second Language
IS - In- School
OJT - On-the-Job Training
OS - Out of School
WR - Work Readiness

PRIVATE INDUSTRY COUNCIL
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YOUTH OPPORTUNITY GRANT (YOG) BACKGROUND AND UPDATE

Background

The US Department of Labor (DOL) issued a solicitation for grant application as part of the recently enacted Workforce Investment Act Legislation called the Youth Opportunity Grants (YOG) initiative.

In September 1999, the Private Industry Council of San Francisco, Inc. (PIC) applied for this grant as the lead agency. The development of this proposal would build the infrastructure for future citywide workforce development efforts.

The intent of the YOG is to increase resources available for serving youth ages 14-21 in high poverty urban and rural areas (youth that live in enterprise communities). DOL expects these resources to be used for building new comprehensive systems for youth services, complementing Job Corps, School to Work formula funded WIA programs and other youth program funded at the Federal, State, and local levels to help youth make the transition into adulthood.

The primary goal of the YOG is to put systems in place that will be sustained after grant funds cease and result in long-term improvements in our capacity to serve youth.

Individual positive outcomes in job placement and retention, high school completion, and college enrollment are expected.

The four core principals that must underlie an effective youth strategy are:

1) Providing comprehensive services;
2) Ensuring the participation of caring adults;
3) A commitment to excellence; and
4) Guaranteeing long term follow-up to all youth participants (24 months).

The PIC also responsible for providing programs for youth that instill a sense of personal responsibility and accountability for their actions.

Program elements must include:

1) Preparation for and success in employment (summer jobs, paid work experience, volunteer and community service activities, occupational skills training;
2) Improving educational achievement (tutoring, mentoring, study skills training, GED instruction, alternative school and dropout prevention);
3) Support for youth (including supportive services, counseling mentoring, and follow-up);
4) Services to develop the potential of youth as citizens and leaders.

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
415.431.8700 • Fax 415.431-8702 • TDD 800.735.2929 (CRS)
www.picsf.org • e-mail: 411@picsf.org

Activities must include: individual assessments, individual service strategies, preparation for employment and/or post secondary education, linkages between academic and occupational learning, intensive placement and follow up services and access to information and referrals.

The grant required the establishment of at least one YOG Center to coordinate the program throughout the four EC's. Other sites must also be available for satellite centers and access points.

Plans must be written for how to sustain program, how to leverage resources how to involve the private sector and how to reduce dropout rates and increase college enrollment.

In September 1999, PIC submitted YO SF! for consideration by the DOL and was notified in December of our finalist status. Representatives of the DOL conducted a site visit of first round finalist on December 6, 1999.

On February 19, 2000, President Clinton announced the PIC was one of the 36 grant recipients and would receive $7 million as its share of the $223 million in grants. (Life of the grant = $28 million)

YO! SF proposed the development of a network of youth employment and development services for the youth of the four Enterprise Communities (ECs): South of Market (SOMA), Mission, Bayview Hunter's Point (BVHP) and Visitacion Valley (VV).

Within these communities, four center sites were identified to coordinate the provision of services to youth: Arriba Juntos (SOMA), RAP Alternative High School/Collaborative (Mission), Gloria R. Davis Beacon/YMCA (BVHP) and Sunnydale Boys and Girls Club (VV).

During the life of this grant, YO!SF proposed to serve the 3,200 of the 4,000 (according to 1990 census data) young people 14-21 years old who reside within these 4 ECs.

Partners in this grant include: Bank of America, YMCA, SF Unified School District, SF School to Career Partnership, SF Housing Authority, Department of Human Services, Department of children Youth and Families, SF Juvenile Probation Department, Parks and Recreation, Americorps, Beacons Centers, Step to College, City College of SF, Jobs For Youth to name a few.

Update

On April 26, 2000, the grant agreement was executed with the expectation that within a 45-day period, grantees would hire senior staff, develop an implementation plan and conduct site visits with their local and national DOL partners.

DOL expected to quickly ramp up program activities and ha had set a target date of September 4, 2000 (Labor Day) to have at least 100 youth enrolled and at least one center site open and operational.

Job announcements were widely distributed throughout the greater community with the intention to hire senior management staff by June 30, 2000. Given the intense follow up and

tracking requirements of the grant, nearly 50 staff will need to be hired over the life of the grant to build capacity within the center sites in order to ensure the success of the youth.

Meetings have been held with the core design team members and center site representatives in order to assess the status of the partners with respect to YO SF! and to solicit assistance with the development of the implementation plan and site/technology surveys.

On June 8, 2000, an initial site visit was conducted with local DOL representatives to discuss the status of the grant and implementation plans.

An initial solicitation for specific in-and out-of school youth services was conducted in May 2000, and 30 proposals were received. The Transitional Youth Council (TYC) of the PIC forward its recommendations for the allocation of these funds that also included the provision of services for proponents with the capacity of serving youth from ECs.

WORKFORCE INVESTMENT ACT
YEAR-ROUND YOUTH PROGRAM

PROPONENT: ARRIBA JUNTOS PROPOSAL #: 05

TARGET: OUT OF SCHOOL SERVICE LEVEL 50 REQUESTED: $214,688.00

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	25
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	18
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	27
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	9
	Total	79

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this proposal is not recommended for funding.

Arriba Juntos (AJ) proposes to operate a *Jump Start to Work* program for economically disadvantaged out of school youth in San Francisco. In addition, AJ will integrate an English-as-a-Second Language (ESL) or basic remedial education component serving low income youth with one or more barriers to employment.

The proposed cost per participant is $4,834.00.

The target population is 40% Hispanic, 30% Black, 20% White, and 10% Asian.

AJ is located in the Enterprise Community and is one of the One Stop Access Points.

This proposal may be appropriate for Youth Opportunity Grant (YOG) funding.

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: ARRIBA JUNTOS — PROPOSAL NO.: 05
   ADDRESS: 1850 MISSION STREET — DATE: 5/26/00
   SAN FRANCISCO — ZIP CODE: 94103
   EXECUTIVE DIRECTOR: DAVID OCEGUEDA BRACKER — PHONE #: (415) 487-3243
   E-MAIL ADDRESS: DBRACKER@ARRIBAJUNTOS.ORG — FAX #: (415) 863-9314
2. TARGET POPULATION (check the appropriate box) ..... IN SCHOOL ☐ OUT OF SCHOOL ☒
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL: ..... $ 241,688.00
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED: 50
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

The Arriba Juntos **Jump-Start to Work Program** is dedicated to improving the lives of economically and educationally disadvantaged "out of school" youth in San Francisco. We are proposing an intensive 60-hour work-readiness/employability component that is state certified and nationally accepted to provide an individualized, self-paced, competency-based curriculum to 50 high-rish youth. In addition, each young adult will be assessed using *Comprehensive Adult Student Assessment System (CASAS)* which measures abilities (with associated gaps in knowledge) to perform work skills. The CASAS system will be utilized to measure the participant's progress with a pre and post test, and we would welcome any other objective assessment. Each participant will also develop a personal *Individual Employment Development Plan* outlining his or her short & long term goals.

As stressed in your RFP, a comprehensive approach is also our goal. Arriba Juntos will, depending on individual need, be able to integrate an English as a Second Language (ESL) or Basic Remedial Education (BRE) component into our program to meet the growing needs our recent immigrant and/or native under-educated populations. Our ESL/BRE program, depending on the level of participant need, will be either an 80, 150, or 200-hour module within the **Jump Start to Work Program.** It is our intention to place, at a minimum, 60% of these youth into meaningful employment, State Certified vocational training, on-the-job training opportunities, and if necessary, GED completion classes, and provide professional follow-up activities for at least 12 months to each job recipient.

A unique aspect of our Jump-Start to Work Program is that we hope to leverage WIA-Youth funding with WIA-Adult funding, and several other private and public resources. As an example, Arriba Juntos possesses two "high-in-demand" training programs, namely: Health Careers, which produces Certified Nursing Assistants/Home Health Aides, and our Technology Center, which produces computer literate office personnel up through Web Design and Application. These two programs have enjoyed prior PIC funding and will be strong contenders for WIA-Adult funding. We intend to offer this training to our WIA-Youth participants upon successful completion of their work readiness/ESL/BRE training, if they are so inclined by their Individual Employment Plans.

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	
f.	Summer employment opportunities directly linked to academic and occupational learning	
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify) ***Computer Literacy***	X

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: **Mission Accomplish*** Contact: Peter Gallegos Phone #: (415)241-6268	A **School-to-Career** collab. w/ Mission High, SF/STP Partnership, CCSF, M. Hiring Hall, and M. Neigh. Ctr., coord. Youth Opp. funds & programs w/in Enterprise Communities of the Mission & SOMA. Program maintains on-going link with grads & continues to recruit & assist them w/ on-going mentorships & jobs
Agency: **State EDD*** Contact: Vicky Lopez Phone #: (415)557-2771	**State Dept. of Employ. Dev.** is physically on-site at AJ & clearly establishes AJ as a **One-Stop Access Pt.** Ms. Lopez's experience in wkg. w. & successfully placing ex-offenders is a well-known fact. Her yrs. of contacts w/ many employers willing to secure jobs for this & other populations is extensive.
Agency: **IT Coalition*** Contact: Jim Gonzalez Phone #: (415)821-ITEC	The **Information Technology Coalition** is the IT tech industries' business trade group which has an MOU w/ AJ to secure jobs, mentorships & policy/advocacy for community residents to secure employment & bridge the digital dived by supporting community training projects (MOU available upon request).
Agency: **CCSF/Evans Campus*** Contact: Phylis McGuire Phone #: (415)550-4440	AJ, **CCSF—Evans Campus & CA State Auto. Assn.** collaborate to train & place young adults w/in the Auto Tech employment sector w/ CSAA establishing a mentorship/OJT & eventual employer relationship (MOU attached).
Agency: **Mission Hiring Hall** Contact: Don Marcos Phone #: (415)865-2105 x104	**Digital Mission,** a well-known collaboration w/ AJ, **MHH, CCSF Mission & BAVC** providing a seamless training, mentorship & job placement circuit for low-income young adults to receive basic computer/Internet skills dev. to advanced Web Design & beyond depending on skills and motivation.
Agency: **Housing Authority** Contact: Matthew Thomas Phone #: (415)441-8999	**Valencia Gardens** & **Bernal Dwellings** (soon to be completed) have strong admin. ties to AJ w/ its ED serving on the HOPE VI Task Force. Youth recruitment, screening, & support/follow-up svcs. can occur on-site & Task Force staff have acted as a liaison for AJ svcs. to be made avail. for all its low-income residents.

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

***Letter of support/MOU attached**

PROPONENT: Arriba Juntos **Jump-Start to Work** PROPOSAL #: _____

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	MALES	25
	FEMALES	25
	TOTAL	50
AGE	14 - 15	
	16 - 17	
	18	10
	19-21	40
	TOTAL	50
BARRIERS	LIMITED ENGLISH SKILLS	30
	OFFENDERS	20
	HOMELESS	10
	DISABLED	10
	LOW INCOME INDIVIDUALS	50
	PUBLIC & SECTION 8 HOUSING	50
	BASIC SKILLS DEFICIENT	15
	OTHERS (please describe)	30

	AMER.INDIAN/ALASKAN NATIVE (N.H.)		
	ASIANS/PACIFIC ISLANDERS		
	Asian Indian		
	Cambodian		
RACE/ETHNIC	*Chinese*	1	
	Filipino	1	
	Guamanian		
	Hawaiian		
	Japanese		
	Korean	1	
	Laotian		
	Samoan	1	
	Vietnamese	1	
	Other Pacific Islander		
	Other Asian		
	BLACKS (N.H.)		15
	HISPANICS (N.A.P.I.)		20
	WHITES (N.H.)		10
	OTHERS		
	TOTAL		50

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A MONTH	B TOTAL ENROLLED	C TOTAL ENTERED EMPLOYMENT	D TOTAL ENTERED CERTIFIED APPRENTICE-SHIP OR MILITARY SERVICE	E TOTAL SKILLS ATTAINMENT	F TOTAL ENTERED POST-SECONDARY EDUCATION OR ADVANCED TRAINING	G TOTAL ATTAINED DIPLOMA OR GED	H TOTAL OTHER TERMINA-TIONS/ EXITS	I TOTAL TERMINA-TIONS/ EXITS (Sum of C through H)
JULY 2000								
AUGUST	10							
SEPTEMBER	20							
OCTOBER								
NOVEMBER								10
DECEMBER	30							
JANUARY 2001								20
FEBRUARY	40							
MARCH								30
APRIL	50							
MAY								
JUNE								50
ANNUAL TOTAL	50							50

Please complete the unshaded boxes
(Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: Arriba Juntos

ADDRESS: 1850 Mission St.

CITY STATE ZIP: San Francisco, CA 94103

EXEC. DIRECTOR: David Bracker PHONE #: 415-487-3240

E-MAIL ADDRESS: dbracker@arribajuntos.org FAX #: 415-863-9314

BUDGET PERIOD: **July 1, 2000 - June 30, 2001**

PLEASE CHECK THE APPROPRIATE BOX In-School ☐ Out-of-School ☐

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$ 150,518.00	$ -
B. Fringe Benefits	$ 30,931.00	$ -
C. Accounting & Insurance	$ 8,008.00	$ -
D. Participant Wages and/or Stipends	$ -	$ -
E. Training Materials	$ -	$ -
F. Instructional Costs	$ 6,000.00	$ -
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 46,[illegible]1.00	$ -
TOTAL	$ 241,688.00	$ -

A. Salaries Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
Employment Specialist	2,403.00	1.00	50.00%	12	$ 14,418.00	$ -
ESL/WR Instructor	2,489.00	1.00	75.00%	12	$ 22,401.00	$ -
BRE/WR Instructor	2,489.00	1.00	75.00%	12	$ 22,401.00	$ -
Case Worker	2,346.00	1.00	100.00%	12	$ 28,152.00	$ -
Youth Coordinator	2,747.00	1.00	100.00%	12	$ 32,964.00	$ -
Employment Manager	3,004.00	1.00	30.00%	12	$ 10,814.00	$ -
Executive Director	6,523.00	1.00	6.70%	12	$ 5,244.00	$ -
Director of Finance & Administration	3,058.00	1.00	6.70%	12	$ 2,459.00	$ -
Deputy Director	4,292.00	1.00	13.40%	12	$ 6,902.00	$ -
Administrative Coordinator	2,747.00	1.00	6.70%	12	$ 2,209.00	$ -
Facilities Coordinator	3,176.00	1.00	6.70%	12	$ 2,554.00	$ -
				Total	$ 150,[illegible]8.00	$ -

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA	7.65%	$150,518.00	$ 11,515.00	
SUI	2.17%	$150,518.00	$ 3,266.00	
Workers' Compensation	1.58%	$150,518.00	$ 2,378.00	
Health Insurance	5.60%	$150,518.00	$ 8,429.00	
Other (Show calculations)	3.55%	$150,518.00	$ 5,343.00	
		Total	$ 30,931.00	$ -

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services	$ 5,417.00	
Liability Insurance	$ 2,591.00	
Fidelity Bond	$ -	
Other (show calculations)		
Total	$ 8,008.00	$ -

D. Participant Wages and/or Stipends	Subtotal	Other Funds
Total	$ -	$ -

E. Training Materials (please describe below)	Subtotal	Other Funds
Total	$ -	$ -

F. Instructional Costs (please describe below)	Subtotal	Other Funds
Transportation	$ 5,000.00	
Food & drinks	$ 1,000.00	
Total	$ 6,000.00	$ -

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
Building Supplies	$ 1,531.00	
Equipment Rental/Lease	$ 707.00	
Equipment Maintenance	$ 5,181.00	
Maintenance	$ 3,297.00	
Occupancy	$ 16,485.00	
Office Supplies	$ 2,355.00	
Postage	$ 707.00	
Printing/Reproduction	$ 1,178.00	
Staff Training	$ 1,060.00	
Telephone	$ 5,181.00	
Travel/Transportation	$ 71.00	
Utilities	$ 8,478.00	
Total	$ 46,231.00	$ -

Proposal budget prepared by: Robert Pascual, Director of Finance & Administration

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Arriba Juntos

1. Are you incorporated?.....Yes [x] No [ ]
   If Yes, date incorporated: May 12, 1965
2. Tax Status: For Profit Not For-Profit State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes [x] No [ ]
   If No, have you ever been refused bonding?.....Yes [ ] No [x]
   If Yes, please explain:
4. When was your last audit performed? 7/27/99 Who performed the audit? Claridad & Crowe, CPA's
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm?.....Yes [x] No [ ]
   Warren & Associates, LLC
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
City & County of SF, Dept of Human Services	$ 326,186.00	1997-2000
The California Endowment	$ 203,236.00	1999-2001
City & County of SF, Dept. of Human Services	$ 247,857.00	1998-2001
Private Industry of San Francisco	$ 475,904.00	1999-2000
	$	

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chair	George Welch	305½ Bocana SF, CA 94110
Vice Chair	Willaim T. Rigney	140 New Montgomery St, SF, CA 94105
Treasurer	Jaime Villagomez	303 2nd St, 10th Fl, SF, CA 94110

8. Number of Directors on your governing Board: 11 How frequently does your Board meet?: Bi-monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [x]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program?.....Yes [x] No [ ]
   If Yes, please give date of approval: May 18, 2000
   If No, please explain:
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [x] No [ ]
    If Yes, date: 1999 By whom was the assessment performed? Private Industry Council
11. Was your facility found to be accessible to the:
    mobile-impaired?.....Yes [x] No [ ]
    hearing-impaired?.....Yes [x] No [ ]
    visually-impaired?.....Yes [x] No [ ]
12. Will your proposed program be accessible to the:
    mobile-impaired?.....Yes [x] No [ ]
    hearing-impaired?.....Yes [x] No [ ]
    visually-impaired?.....Yes [x] No [ ]

If No to any of the above, do you plan to make the needed modifications?.....Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

David Bracker
Executive Director (Typed) — Signature

George Welch
Board Chairperson (Typed) — Signature

WORKFORCE INVESTMENT ACT
YEAR-ROUND YOUTH PROGRAM

PROPONENT: **ARRIBA JUNTOS** PROPOSAL #: **06**

TARGET: **OUT OF SCHOOL** SERVICE LEVEL **10** REQUESTED: **$89,712.00**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	**25**
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	**20**
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	**27**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	**9**
	Total	**81**

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this proposal is **not** being recommended for funding.

Arriba Juntos (AJ) proposes to operate an On-the-Job Training (OJT) program for out-of-school youth in San Francisco and provide front end extensive services, including work readiness, English-as-a-Second Language (ESL) and basic remedial education.

The proposed cost per participant is $8,971.00.

The target population is 30% Hispanic, 30% Black, 30% Asian, and 10% White.

AJ is located in the Enterprise Community and is one of the One Stop Access Points.

This proposal may be appropriate for Youth Opportunity Grant (YOG) funds.

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: ARRIBA JUNTOS — PROPOSAL NO.: 06
   ADDRESS: 1850 MISSION STREET — DATE: MAY 26, 2000
   SAN FRANCISCO, CA 94103 — ZIP CODE: 94103
   EXECUTIVE DIRECTOR: DAVID BRACKER — PHONE #: (415) 487-3240
   E-MAIL ADDRESS: DBRACKER@ARRIBAJUNTOS.ORG — FAX #: (415) 863-9314
2. TARGET POPULATION (check the appropriate box) ..... IN SCHOOL ☐ OUT OF SCHOOL ☒
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL: ..... $ 89,712.00
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED: 10
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

The Youth On-the-Job Training Program includes up to 480 hours of case-managed site training (depending on occupation and client needs) aimed at preparing and improving the skills necessary to obtain and maintain industry specific employment. Staff begins by conducting a thorough assessment of educational skill levels, work experience, career interests, assets, and barriers. Utilizing the principles of youth development, staff administers surveys and skills assessments and empower the youth to choose a career goal based on the sum of the results. The career counseling sessions will involve utilization of "Worksmart" and "California Career Videos" CD ROMs. Youth will also be assessed for their basic literacy skills and English language capacity. Based on the results, youth will be prescribed up to 200 hours of Basic Remedial Education and/or English as a Second Language. Concurrently, youth will be attending Work Readiness Workshops to prepare them for success in the workplace environment. Participants will enter the job search phase once they have demonstrated Work Readiness skills, such as dependability and reliability, and have prepared a resume and cover letter. Participants will work one-on-one with a job developer, plus they will do independent job search utilizing the extensive resources in AJ's Job Club. All potential employers will be explained the On-the-Job Training program. Once participants are hired, they enter an occupational training component at the job site suited to their vocational objectives. The terms and conditions of the training are negotiated between Arriba Juntos and the employer, within the guidelines of the Private Industry Council and the Workforce Investment Board. Participants receive a combination of on-the-job training, onsite supportive services and soft skills upgrade designed to eliminate barriers and ensure the participants long-term employment success. Once the participant completes their hours of on-the-job training, they will continue to receive case management and career advancement services for 12 months. AJ will enroll 10 participants, 8 will complete OJT, 6 will achieve unsubsidized employment.

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	
f.	Summer employment opportunities directly linked to academic and occupational learning	
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify) ***Computer Literacy***	X

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: **Mission Accomplish*** Contact: Peter Gallegos Phone #: (415)241-6268	A **School-to-Career** collab. w/ Mission High, SF/STP Partnership, CCSF, M. Hiring Hall, and M. Neigh. Ctr., coord. Youth Opp. funds & programs w/in Enterprise Communities of the Mission & SOMA. Program maintains on-going link with grads & continues to recruit & assist them w/ on-going mentorships & jobs
Agency: **State EDD*** Contact: Vicky Lopez Phone #: (415)557-2771	**State Dept. of Employ. Dev.** is physically on-site at AJ & clearly establishes AJ as a **One-Stop Access Pt.** Ms. Lopez's experience in wkg. w. & successfully placing ex-offenders is a well-known fact. Her yrs. of contacts w/ many employers willing to secure jobs for this & other populations is extensive.
Agency: **IT Coalition*** Contact: Jim Gonzalez Phone #: (415)821-ITEC	The **Information Technology Coalition** is the IT tech industries' business trade group which has an MOU w/ AJ to secure jobs, mentorships & policy/advocacy for community residents to secure employment & bridge the digital dived by supporting community training projects (MOU available upon request).
Agency: **CCSF/Evans Campus*** Contact: Phylis McGuire Phone #: (415)550-4440	AJ, **CCSF—Evans Campus & CA State Auto. Assn.** collaborate to train & place young adults w/in the Auto Tech employment sector w/ CSAA establishing a mentorship/OJT & eventual employer relationship (MOU attached).
Agency: **Mission Hiring Hall** Contact: Don Marcos Phone #: (415)865-2105 x104	**Digital Mission,** a well-known collaboration w/ AJ, **MHH, CCSF Mission & BAVC** providing a seamless training, mentorship & job placement circuit for low-income young adults to receive basic computer/Internet skills dev. to advanced Web Design & beyond depending on skills and motivation.
Agency: **Housing Authority** Contact: Matthew Thomas Phone #: (415)441-8999	**Valencia Gardens & Bernal Dwellings** (soon to be completed) have strong admin. ties to AJ w/ its ED serving on the HOPE VI Task Force. Youth recruitment, screening, & support/follow-up svcs. can occur on-site & Task Force staff have acted as a liaison for AJ svcs. to be made avail. for all its low-income residents.

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

***Letter of support/MOU attached**

PROPONENT: Arriba Juntos PROPOSAL #:

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	Males	5
	Females	5
	TOTAL	
AGE	14 - 15	
	16 - 17	
	18	2
	19-21	8
	TOTAL	
BARRIERS	Limited English Skills	4
	Offenders	2
	Homeless	2
	Disabled	
	Low Income Individuals	10
	Public & Section 8 Housing	3
	Basic Skills Deficient	5
	Others (please describe)	

RACE/ETHNIC	Amer.Indian/Alaskan Native (N.H.)		
	Asians/Pacific Islanders		3
	Asian Indian		
	Cambodian		
	Chinese	1	
	Filipino	1	
	Guamanian		
	Hawaiian		
	Japanese		
	Korean		
	Laotian		
	Samoan		
	Vietnamese	1	
	Other Pacific Islander		
	Other Asian		
	Blacks (N.H.)		3
	Hispanics (N.A.P.I.)		3
	Whites (N.H.)		1
	Others		
	TOTAL		10

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A Month	B Total Enrolled	C Total Entered Employment	D Total Entered Certified Apprentice-Ship or Military Service	E Total Skills Attainment	F Total Entered Post-Secondary Education or Advanced Training	G Total Attained Diploma or GED	H Total Other Termina-Tions/ Exits	I Total Termina-Tions/ Exits (Sum of C through H)
JULY 2000								
AUGUST								
SEPTEMBER								
OCTOBER	2							
NOVEMBER	4							
DECEMBER	4							
JANUARY 2001	6							2
FEBRUARY	8							6
MARCH	10							6
APRIL	10							7
MAY	10							9
JUNE	10							10
ANNUAL TOTAL	10							10

Please complete the unshaded boxes (Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: Arriba Juntos

ADDRESS: 1850 Mission St.

CITY STATE ZIP: San Francisco, CA 94103

EXEC. DIRECTOR: David Bracker PHONE #: 415-487-3240

E-MAIL ADDRESS: dbracker@arribajuntos.org FAX #: 415-863-9314

BUDGET PERIOD: **July 1, 2000 - June 30, 2001**

PLEASE CHECK THE APPROPRIATE BOX In-School ☐ Out-of-School ☐

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$ 57,033.00	$ -
B. Fringe Benefits	$ 11,721.00	$ -
C. Accounting & Insurance	$ 3,094.00	$ -
D. Participant Wages and/or Stipends	$ -	$ -
E. Training Materials	$ -	$ -
F. Instructional Costs	$ -	$ -
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 17,864.00	$ -
TOTAL	$ 89,712.00	$ -

A. Salaries Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
Employment Specialist	2,403.00	1.00	100.00%	12	$ 28,836.00	$ -
ESL/WR Instructor	2,489.00	1.00	20.00%	9	$ 4,480.00	$ -
BRE/WR Instructor	2,489.00	1.00	20.00%	9	$ 4,480.00	$ -
Case Worker	2,346.00	1.00	30.00%	6	$ 4,223.00	$ -
Employment Manager	3,004.00	1.00	20.00%	12	$ 7,210.00	$ -
Executive Director	6,523.00	1.00	2.70%	12	$ 2,113.00	$ -
Director of Finance & Administration	3,058.00	1.00	2.70%	12	$ 991.00	$ -
Deputy Director	4,292.00	1.00	5.40%	12	$ 2,781.00	$ -
Administrative Coordinator	2,747.00	1.00	2.70%	12	$ 890.00	$ -
Facilities Coordinator	3,176.00	1.00	2.70%	12	$ 1,029.00	$ -
				Total	$ 57,033.00	$ -

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA	7.65%	$57,033.00	$ 4,363.00	
SUI	2.17%	$57,033.00	$ 1,238.00	
Workers' Compensation	1.58%	$57,033.00	$ 901.00	
Health Insurance	5.60%	$57,033.00	$ 3,194.00	
Other (Show calculations)	3.55%	$57,033.00	$ 2,025.00	
		Total	$ 11,721.00	$ -

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services	$ 2,093.00	
Liability Insurance	$ 1,001.00	
Fidelity Bond	$ -	
Other (show calculations)		
Total	$ 3,094.00	$ -

D. Participant Wages and/or Stipends	Subtotal	Other Funds
Total	$ -	$ -

E. Training Materials (please describe below)	Subtotal	Other Funds
Total	$ -	$ -

F. Instructional Costs (please describe below)	Subtotal	Other Funds
Total	$ -	$ -

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
Building Supplies	$ 592.00	
Equipment Rental/Lease	$ 273.00	
Equipment Maintenance	$ 2,002.00	
Maintenance	$ 1,274.00	
Occupancy	$ 6,370.00	
Office Supplies	$ 910.00	
Postage	$ 273.00	
Printing/Reproduction	$ 455.00	
Staff Training	$ 410.00	
Telephone	$ 2,002.00	
Travel/Transportation	$ 27.00	
Utilities	$ 3,276.00	
Total	$ 17,864.00	$ -

Proposal budget prepared by: Robert Pascual, Director of Finance & Administration

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Arriba Juntos

1. Are you incorporated? ..... Yes [x] No [ ]
   If Yes, date incorporated: May 12, 1965
2. Tax Status: For Profit Not For-Profit State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ..... Yes [x] No [ ]
   If No, have you ever been refused bonding? ..... Yes [ ] No [x]
   If Yes, please explain:
4. When was your last audit performed? 7/27/99 Who performed the audit? Claridad & Crowe, CPA's
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? ..... Yes [x] No [ ]
   Warren & Associates, LLC
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
City & County of SF, Dept of Human Services	$ 326,186.00	1997-2000
The California Endowment	$ 203,236.00	1999-2001
City & County of SF, Dept. of Human Services	$ 247,857.00	1998-2001
Private Industry of San Francisco	$ 475,904.00	1999-2000
	$	

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chair	George Welch	305½ Bocana SF, CA 94110
Vice Chair	Willaim T. Rigney	140 New Montgomery St, SF, CA 94105
Treasurer	Jaime Villagomez	303 2nd St, 10th Fl, SF, CA 94110

8. Number of Directors on your governing Board: 11 How frequently does your Board meet?: Bi-monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [x]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? ..... Yes [x] No [ ]
   If Yes, please give date of approval: May 18, 2000
   If No, please explain:
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [x] No [ ]
    If Yes, date: 1999 By whom was the assessment performed? Private Industry Council
11. Was your facility found to be accessible to the:
    mobile-impaired? ..... Yes [x] No [ ]
    hearing-impaired? ..... Yes [x] No [ ]
    visually-impaired? ..... Yes [x] No [ ]
12. Will your proposed program be accessible to the:
    mobile-impaired? ..... Yes [x] No [ ]
    hearing-impaired? ..... Yes [x] No [ ]
    visually-impaired? ..... Yes [x] No [ ]

If No to any of the above, do you plan to make the needed modifications? ..... Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

David Bracker
Executive Director (Typed) — Signature

George Welch
Board Chairperson (Typed) — Signature

PROPONENT: **NEW DIRECTION** PROPOSAL #: **13**

TARGET: **IN SCHOOL** SERVICE LEVEL **50** REQUESTED: **$141,686.00**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	**24**
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	**18**
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	**19**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	**6**
	Total	**67**

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this proposal is **not** recommended for WIA Title 1-B funds.

New Directions (ND) proposes to expand its existing after school tutorial program for public housing residents age 5-17, currently funded through the Department of Children, Youth, and their Families (DCYF) and supported by the San Francisco Unified School District (SFUSD). The program provides tutors, educational materials, computers, and technical support. ND also proposes to establish a Parents Anonymous program. Only one day is proposed to be devoted to a workshop on basic job skills. The proposal mentioned that the Department of Human Services (DHS) has committed to subsidizing 30 summer jobs. The proposal does not contain any quantifiable outcomes. The proponent received its nonprofit status less than one year ago and does not have any experience in workforce development.

It appears that the proposed program is the only program currently operated by the proponent as 100% of the Executive Director's time is included in the budget (46% WIA-funded, 54% other leveraged funds). The budget does not include any counselors, although the narrative states that three counselors would be responsible for assessment, case management, and follow up of the youth. The budget does, however, contain line items for childcare, nutrition, and toys outreach presumably for the children in the program. These line items for children and the fact that "children" are a main focus of supportive services made it confusing to define the target population for the requested WIA funds, which are restricted to youth 14-21 years of age.

The proposed cost per youth is $2,834.00.

The proponent and program are situated in an Enterprise Community, and as such, Youth Opportunity Grant funds may be considered in the future if all other concerns are addressed.

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: New Direction
   ADDRESS: 1800 Oakdale, #406
   San Francisco, CA
   EXECUTIVE DIRECTOR: Anthony Muhammad
   E-MAIL ADDRESS:

PROPOSAL NO.: 13
DATE: 5/26/00
ZIP CODE: 94124
PHONE #: (415) 643-6591
FAX #: (415) 643-6593

2. TARGET POPULATION (check one box only) ..... IN SCHOOL ☒ OUT OF SCHOOL ☐
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL: ..... $ 141,686.00
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED: 50
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

New Direction proposes to design youth services to address the needs of at-risk in-school youth with multiple barriers to employment. The objective of the proposed programs is to use a three part approach that encompasses educational development and achievement, supportive services that provide for the physical, mental, and emotional well-being of the targeted youth and a subsidized summer job program.

With the exception of the proposed Parents Anonymous program, all proposed services are specifically, linked to New Direction's after school program. The primary objective of this proposal is to develop:

Basic education skills, including reading comprehension, math computation, writing, speaking, listening, problem solving and reasoning; and to establish a partnership with the participants, their school and program counselors to develop and implement education and work plans

Foster leadership skills through a peer counseling program and relevant workshops.

Develop work readiness and occupational skills through case management, job development, and actual work experience.

Contribute to the well being of participants through nutritional and intervention programs.

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	
d.	Effective linkages with intermediaries with strong employer connections	
e.	Alternative secondary school services	
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: SFUSD Contact: Ruth Taylor Phone #: (415)695-5359	Provide tutors, educational materials, computers, and technical support.
Agency: SFHA Contact: Buddy Choy Phone #: (415) 715-3189	Provide space for tutorial and training on housing authority property.
Agency: RPOS Contact: Tempi Preisty Phone #: (415) 643-1400	Assist with coordinating job development component.
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

PROPONENT: New Direction PROPOSAL #:

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	MALES	30
	FEMALES	20
	TOTAL	50
AGE	14 - 15	15
	16 - 17	35
	18	
	19-21	
	TOTAL	50
BARRIERS	LIMITED ENGLISH SKILLS	
	OFFENDERS	20
	HOMELESS	
	DISABLED	
	LOW INCOME INDIVIDUALS	50
	PUBLIC & SECTION 8 HOUSING	50
	BASIC SKILLS DEFICIENT	50
	OTHERS (please describe)	

RACE/ETHNIC	AMER.INDIAN/ALASKAN NATIVE (N.H.)	
	ASIANS/PACIFIC ISLANDERS	
	Asian Indian	
	Cambodian	
	Chinese	
	Filipino	
	Guamanian	
	Hawaiian	
	Japanese	
	Korean	
	Laotian	
	Samoan	
	Vietnamese	
	Other Pacific Islander	
	Other Asian	
	BLACKS (N.H.)	50
	HISPANICS (N.A.P.I.)	
	WHITES (N.H.)	
	OTHERS	
	TOTAL	50

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A MONTH	B TOTAL ENROLLED	C TOTAL ENTERED EMPLOYMENT	D TOTAL ENTERED CERTIFIED APPRENTICE-SHIP OR MILITARY SERVICE	E TOTAL SKILLS ATTAINMENT	F TOTAL ENTERED POST-SECONDARY EDUCATION FOR A ADVANCED TRAINING	G TOTAL ATTAINED DIPLOMA OR GED	H TOTAL OTHER TERMINA-TIONS/ EXITS	I TOTAL TERMINA-TIONS/ EXITS (Sum of C through H)
JULY 2000	0							0
AUGUST	10							5
SEPTEMBER	10							0
OCTOBER	10							2
NOVEMBER	10							3
DECEMBER	20							
JANUARY 2001	Dup							
FEBRUARY	Dup							
MARCH	Dup							
APRIL	Dup							
MAY	Dup							
JUNE	Dup							
ANNUAL TOTAL	60							10

Please complete the unshaded boxes (Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: New Direction

ADDRESS: 1800 Oakdale, #406

CITY STATE ZIP: San Francisco, CA 94124

EXEC. DIRECTOR: Anthony Muhammad PHONE #: (415) 643-6591

E-MAIL ADDRESS: FAX #: (415) 643-6593

BUDGET PERIOD:

PLEASE CHECK THE APPROPRIATE BOX [x] In-School [ ] Out-of-School

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$ 70,904	$62,666-
B. Fringe Benefits	$ 12,696	$11,172-
C. Accounting & Insurance	$ 2,500	$ 5,257.00
D. Participant Wages and/or Stipends	$ 35,700	$ 0 -
E. Training Materials	$ 1,386	$ 0 -
F. Instructional Costs	$ 14,900	$ 10,123
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 3,600	$ -
TOTAL	$141,686	$89,217.52

A. Salaries Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
Ex. Director	2,333	1	100	12	28,000	33,000
Admin. Asst.	1,833	1	100	12	22,000	29,328
Facilitators	702	2	50	12	8,424	0
Child Care	1,040	6	30	12	12,480	0
				Total	70,904	62,328

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA				
SUI				
Workers' Compensation				
Health Insurance				
Other (Show calculations)				
		Total		

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services	2,500.00	2,500.00
Liability Insurance	0	2,607.00
Fidelity Bond	0	150.00
Other (show calculations)		
Total	2,500.00	5,257.00

D. Participant Wages and/or Stipends	Subtotal	Other Funds
50 participants @ 6.50 hr x 12 weeks	31,200	0
Frienge	4,500	0
Total	35,700	0

E. Training Materials (please describe below)	Subtotal	Other Funds
Parents Anonymous Best Practice	1,386.00	0
Total	1,386.00	0

F. Instructional Costs (please describe below)	Subtotal	Other Funds
Educational/Developmental Nutrition Toys Outreach	14,900.00	10,122.00
Total	14,900.00	10,122.00

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
Telephones	3,600.00	1,800.
Lease (copier)	0	2,376.
Total	58,086.00	19,555.55

Proposal budget prepared by: Harriet Larkin

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: New Direction

1. Are you incorporated? ..... Yes [X] No [ ]
   If Yes, date incorporated: 10/7/98
2. Tax Status: For Profit ____ Not For-Profit ____ State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ..... Yes [ ] No [X]
   If No, have you ever been refused bonding? ..... Yes [ ] No [X]
   If Yes, please explain: _____
4. When was your last audit performed? ~~done 6/2~~ audit to be 2000 Who performed the audit? Jeanpierre & Co.
   If you have not been audited during the past two years, please explain: previous years used fiscal agent.
5. Do you retain outside accounting services other than a CPA firm? ..... Yes [ ] No [X]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Depart. of Children, Youth & FAmilies	$ 92,000.00	2000-2001
"	$ 91,447.00	1999-2000
	$	
	$	
	$	

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Robert Duncan	883 52nd St. Oakland, CA
Vice President	N. Mason	1 Second, 2nd fl. S.F.
Treasurer	W. Andrews	San Francisco, CA

8. Number of Directors on your governing Board: 7 How frequently does your Board meet?: Quarterly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain: _____
9. Has your Board specifically agreed to sponsor this proposed program? ..... Yes [X] No [ ]
   If Yes, please give date of approval: May 12, 2000
   If No, please explain: _____
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [ ] No [X]
    If Yes, date: _____ By whom was the assessment performed? _____
11. Was your facility found to be accessible to the:
    mobile-impaired? ..... Yes [X] No [ ]
    hearing-impaired? ..... Yes [ ] No [X]
    visually-impaired? ..... Yes [ ] No [X]
12. Will your proposed program be accessible to the:
    mobile-impaired? ..... Yes [X] No [ ]
    hearing-impaired? ..... Yes [ ] No [X]
    visually-impaired? ..... Yes [ ] No [X]
    If No to any of the above, do you plan to make the needed modifications? ..... Yes [X] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Anthony Muhammad
Executive Director (Typed)

Anthony Muhammad
Signature

Robert Duncan
Board Chairperson (Typed)

Robert Duncan
Signature

PROPONENT: **S.F. BOYS AND GIRLS CLUB** PROPOSAL #: **20**

TARGET: **IN SCHOOL** SERVICE LEVEL **90** REQUESTED: **$336,396.00**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	**27**
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	**20**
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	**23**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	**8**
	Total	**78**

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this proposal is **not** recommended for WIA Title I-B formula funds. This proposal requests funds specifically for expenses related to the YO! SF initiative. PIC staff recommend that this proposal be considered when Youth Opportunity Grant funds become available.

The proposed cost per participant is $3,738.00.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: SAN FRANCISCO BOYS & GIRLS CLUB
   ADDRESS: 1950 PAGE STREET
   SAN FRANCISCO, CA
   EXECUTIVE DIRECTOR: ROBERT P. LANGSETH
   E-MAIL ADDRESS:

   PROPOSAL NO.: 20
   DATE: MAY 26, 2000
   ZIP CODE: 94117
   PHONE #: 415-221-0790
   FAX #: 415 386-2964

2. TARGET POPULATION (check one box only) ..... IN SCHOOL ☒ OUT OF SCHOOL ☐
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL: ..... $
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED: 90
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

The labor force in the United States has changed dramatically over the past few decades, driven by a shift from industry to services and ever increasing technological advances. Many Americans have benefited from changes in the U.S. economy, but these changes have also created a further separation of young, less-skilled workers from opportunities. The nature of entry-level jobs has shifted away from gateways to careers and specialties, to positions without good pay, benefits or opportunities for advancement. To be ready for entry-level work and then move to the next level, young people must exhibit basic work and interpersonal skills, work maturity and transferable work skills that prepare them for careers.
To that effect, the San Francisco Boys & Girls Club is prepared to partner with the Private Industry Council of San Francisco to implement the Workforce Investment Act initiative YO! SF. The Club will utilize trained professionals and proven, effective programs to successfully meet the goals and objectives of the Youth Opportunities for San Francisco plan. Our goal is to promote and enhance the development and self-esteem of boys and girls by instilling a sense of their own competence, usefulness, belonging and influence.
The Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) identified the skills and knowledge required for meaningful and productive work in today's labor market. If young people, especially at-risk teens from disadvantaged circumstances, are not developing these necessary skills in traditional ways, then they need to learn them through other means.
Within the Educational and Career core program curriculum, the San Francisco Boys & Girls Club's **Career Prep Program** is designed to proactively help teens and young adults prepare for their work years. The Career Prep Program can provide much needed career exploration, job readiness and placement and career decision-making support to its participants and the local community.
The Sunnydale Branch of the SFBGC has been designated as a YO! SF Center. This SFBGC Sunnydale Center will focus on addressing the needs of youth age 14-18 starting with the fifteen Club members in that age range and moving toward the projected enrollment goal of ninety. The Career Prep Program is designed in a way that each participant is assessed to measure his or her readiness for the work force, and to identify areas he or she needs to have addressed. The Job Readiness Competencies Assessment Questionnaire will be used as a pre-test to measure the world of work skill and knowledge level of participants as they start the program. Participants will take the test again as they complete the program, to measure what they have gained and see if there are any specific areas requiring further attention. The San Francisco Boys & Girls Clubs offer the youth of this city premier youth development opportunities. The Career Prep component addresses the field of employment, which is an important part of their socialization and development to independent adulthood. It is part of an overall comprehensive strategy of guidance and advocacy. Without the hope and promise of work and self-sufficiency, and left to their own devices, these teens may get involved in negative activities, and require the very costly resources of the juvenile and criminal justice system. They are worth the investment now and the San Francisco Boys & Girls Club is prepared and committed to make YO! SF a success.

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	
h.	Occupational skills training	
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	
k.	Supportive services	X
l.	Follow-up services	
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: VISITACION VALLEY BEACON SCHOOL Contact: ELI HORN Phone #:	
Agency: VISITACION VALLEY COMMUNITY CENTER Contact: JULIE KAVANAUGH Phone #:	TRANSPORTATION AND CAREER CONSULTATION
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

PROPONENT: SAN FRANCISCO BOYS & GIRLS CLUB PROPOSAL #: _____

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	MALES	8
	FEMALES	7
	TOTAL	

AGE	14 - 15	6
	16 - 17	9
	18	
	19-21	
	TOTAL	

BARRIERS	LIMITED ENGLISH SKILLS	
	OFFENDERS	
	HOMELESS	
	DISABLED	
	LOW INCOME INDIVIDUALS	X
	PUBLIC & SECTION 8 HOUSING	X
	BASIC SKILLS DEFICIENT	X
	OTHERS (please describe)	

RACE/ETHNIC	AMER. INDIAN/ALASKAN NATIVE (N.H.)		
	ASIANS/PACIFIC ISLANDERS		3
	Asian Indian		
	Cambodian		
	Chinese		
	Filipino		
	Guamanian		
	Hawaiian		
	Japanese		
	Korean		
	Laotian		
	Samoan		
	Vietnamese		
	Other Pacific Islander		
	Other Asian		
	BLACKS (N.H.)		10
	HISPANICS (N.A.P.I.)		
	WHITES (N.H.)		
	OTHERS		2
	TOTAL		

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A MONTH	B TOTAL ENROLLED	C TOTAL ENTERED EMPLOYMENT	D TOTAL ENTERED CERTIFIED APPRENTICE-SHIP OR MILITARY SERVICE	E TOTAL SKILLS ATTAINMENT	F TOTAL ENTERED POST-SECONDARY EDUCATION OR ADVANCED TRAINING	G TOTAL ATTAINED DIPLOMA OR GED	H TOTAL OTHER TERMINA-TIONS/ EXITS	I TOTAL TERMINA-TIONS/ EXITS (Sum of C through H)
JULY 2000	15							
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
JANUARY 2001								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
ANNUAL TOTAL								

Please complete the unshaded boxes
(Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: SAN FRANCISCO BOYS & GIRLS CLUB

ADDRESS: SUNNYDALE BRANCH 1654 SUNNYDALE AVENUE

CITY STATE ZIP: SAN FRANCISCO, CA 94134

EXEC. DIRECTOR: ROBERT P. LANGSETH

PHONE #: SUNNYDALE (415) 584-5028

E-MAIL ADDRESS: rlangseth@sfbgc.org

FAX #: (415) 584-9690

BUDGET PERIOD: JULY 1, 2000 - JUNE 30, 2001

PLEASE CHECK THE APPROPRIATE BOX ☒ In-School ☐ Out-of-School

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$ -	$ -
B. Fringe Benefits	$ -	$ -
C. Accounting & Insurance	$ -	$ -
D. Participant Wages and/or Stipends	$ -	$ -
E. Training Materials	$ -	$ -
F. Instructional Costs	$ -	$ -
G. Direct Other (includes rent, utilities, equipment, etc.)	$ -	$ -
TOTAL PLEASE SEE ATTACHED BUDGET FOR EXPLANATION	$ -	$ -

A. Salaries Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
				Total		

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA				
SUI				
Workers' Compensation				
Health Insurance				
Other (Show calculations)				
		Total		

PIC 124 Rev. 05/12/00

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services		
Liability Insurance		
FIdelity Bond		
Other (show calculations)		
Total		

D. Participant Wages and/or Stipends	Subtotal	Other Funds
Total		

E. Training Materials (please describe below)	Subtotal	Other Funds
Total		

F. Instructional Costs (please describe below)	Subtotal	Other Funds
Total		

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
Total		

Proposal budget prepared by: ROB CONNOLLY

San Francisco Boys Girls Club/ YO SF! Budget

Budget Item	Total Cost	PIC	Notes
Personnel			
YOG Center Director (1)		$50,004	$4,167.00/mo. for 12 months
YOG Outreach Street Workers (2)		$79,992	$3,333.00/mo. for 12 months
Subtotal Personnel (3)	$129,996		
Fringe Benefits			
FICA		$9,945	7.65%
SUI		$7,020	5.40%
Workers Compensation		$689	0.53%
Medical Insurance		$8,280	$230/mo.
Retirement		$7,800	6%
Subtotal Fringe Benefits	$33,734		
Travel			
Auto travel, Conference travel		$7,500	$2,500/mo. X 12/months
Subtotal Travel	$7,500		
Equipment			
Desks, chairs, files, misc office equipment		$1,500	$500 per person
Telephones, fax, other office electronics		$10,000	$10,000 per YO! Center
YOG Staff Personal Computer Systems (Hardware)		$6,000	$2,000 per person
Data Networking Site Prep Wiring (YO! Centers)		$750	$250 per person
Data Networking Hardware (YO! Centers)		$10,000	$10,000 per Center
Subtotal Equipment	$28,250		
Supplies			
Desk Consumables, E-mail set-up & maintenance		$2,250	$750 per person
YOG Staff Personal Computer Systems (Software)		$2,550	$850 per person
Assessment Instruments		$1,200	$1,200 per YO! Center
Subtotal Supplies	$6,000		
Contractual			
6.a Staff Training: YO! Training Academy		$12,000	$4,000 per staff member
6.d Support Services: Transportation		$3,500	$8/mo. For monthly bus passes
6.e YO! Center leases		$41,520	Avg. $3,460/mo.
6.h Recreational equipment		$10,000	
6.j Incidental costs		$5,000	
Subtotal Contractual	$72,020		
Other			
Internet Service Provider(s) web page,etc.		$2,500	$2,500 per YO! Center
Conferences		$1,500	$500 per person
Moving & Storage		$750	$250 per person
Computer Maintenance & Repair		$2,250	$750 per person
Subtotal Other	$7,000		
SUBTOTAL	$284,500		
Indirect Cost Rate	$34,140		12%
Liability Insurance	$17,755		
TOTAL	**$336,395**		

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: SAN FRANCISCO BOYS & GIRLS CLUB

1. Are you incorporated? ..... Yes ☒ No ☐
   If Yes, date incorporated: JANUARY 1983
2. Tax Status: For Profit Not For-Profit State of Incorporation: _____
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ..... Yes ☒ No ☐
   If No, have you ever been refused bonding? ..... Yes ☐ No ☒
   If Yes, please explain: _____
4. When was your last audit performed? 5/00 Who performed the audit? MARKLE, STUCKEY, HARDESTY & BOTT
   If you have not been audited during the past two years, please explain: _____
5. Do you retain outside accounting services other than a CPA firm? ..... Yes ☐ No ☒
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
WELLS FARGO FOUNDATION	$ 25,000	1999
GUARDSMEN	$ 130 000	1999
GUARDSMEN	$ 135,000	2000
AUSTIN MEMORIAL FOUNDATION	$ 42,000	2000
BUREAU OF JUSTICE ASSISTANCE	$ 75,000	2000

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
PRESIDENT	JOHN DISSMEYER	260 OCEAN AVE. SAN FRANCISCO, CA 94112
EXECUTIVE VICE PRESIDENT	STEVEN STRANDBERG	3 EMBARCADERO CTR. SUITE 1120 SF, CA 94111
TREASURER	CURTIS BURR	600 CALIFORNIA ST. #1300 SF, CA 94108

8. Number of Directors on your governing Board: 35 How frequently does your Board meet?: 4
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒
   If Yes, please explain: _____
9. Has your Board specifically agreed to sponsor this proposed program? ..... Yes ☒ No ☐
   If Yes, please give date of approval: _____
   If No, please explain: _____
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☐ No ☒
    If Yes, date: _____ By whom was the assessment performed? _____
11. Was your facility found to be accessible to the:
    mobile-impaired? ..... Yes ☐ No ☐
    hearing-impaired? ..... Yes ☐ No ☐
    visually-impaired? ..... Yes ☐ No ☐
12. Will your proposed program be accessible to the:
    mobile-impaired? ..... Yes ☒ No ☐
    hearing-impaired? ..... Yes ☒ No ☐
    visually-impaired? ..... Yes ☒ No ☐
    If No to any of the above, do you plan to make the needed modifications? ..... Yes ☒ No ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Robert P. Langseth — Executive Director (Typed) — Signature

John Dissmeyer — Board Chairperson (Typed) — Signature

PROPONENT: YOUNG COMMUNITY DEVELOPERS PROPOSAL #: 21

TARGET: IN SCHOOL SERVICE LEVEL 160 REQUESTED: $701,177.00

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act	*35*	26
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	20
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	28
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	10
	Total	84

RECOMMENDATIONS AND COMMENTS

This proposal is recommended for $100,767 of WIA Title I-B funds to serve 23 in school youth. (Option #1).

Young Community Developers (YCD) proposes an in school program for 160 youth between the ages of 14-18 years old that primarily reside in the Bayview Hunters Point community.

YCD is offering comprehensive services to youth by providing intensive employment activities designed to teach skills and competencies required to successfully secure employment in a variety of occupational skills. YCD services include implementation of a centralized education remediation and college preparation summer academy for youth in need of educational services. YCD services also facilitate recreational activities and projects that develop leadership qualities.

The cost per participant is $4,382.36.

This proposal may be appropriate for additional funding through the Youth Opportunity Grant.

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: Young Community Developers — PROPOSAL NO.: 21
   ADDRESS: 1715 Yosemite Avenue — DATE: May 19, 2000
   San Francisco, California — ZIP CODE: 94124
   EXECUTIVE DIRECTOR: Dwayne Jones — PHONE #: (415) 822-3491
   E-MAIL ADDRESS: ycd@pacbell.net — FAX #: (415) 822-4958
2. TARGET POPULATION (check the appropriate box)..... IN SCHOOL ☒ OUT OF SCHOOL ☐
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL:..... $ 701,177
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED:..... 160
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

, oung Community Developers, Inc. will re-implement our successful flagship youth service program Chocolate City. Chocolate City 2 (CC 2) will model the original program and provide comprehensive services specifically designed to meet the singularly unique needs of youth residing in the economically and socially underserved and disadvantaged Bayview Hunters Point community. CC II is an original, youth-empowerment project that uses a rich mixture of youth focused activities and methodologies designed to give 160 in-school young people ages 14-18 a comprehensive array of activities, services, and opportunities that promote and lead to: an increased desire and ability to complete secondary and matriculate into post-secondary learning experience; the ability to gain and sustain employment within a self-selected occupational field or industry; the desire to create and operate micro-enterprises and other businesses; develop leadership, citizenship, and self-esteem.

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	x
b.	Strong linkages between academic and occupational learning	x
c.	Preparation for unsubsidized employment opportunities	x
d.	Effective linkages with intermediaries with strong employer connections	x
e.	Alternative secondary school services	x
f.	Summer employment opportunities directly linked to academic and occupational learning	x
g.	Paid work experience as appropriate (including internships and job shadowing)	x
h.	Occupational skills training	
i.	Leadership development opportunities	x
j.	Comprehensive guidance and counseling	
k.	Supportive services	x
l.	Follow-up services	x
m.	Others (please specify)	x

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: MYEEP Contact: Lorena, Director Phone #: 202-7903	Subsidized Non-profit employment, education and life skill training
Agency: Juvenile Probation Contact: Jesse Williams Phone #: 753-7556	Youth Referrals
Agency: Infusion One Contact: Gaylon Logan Phone #: 641-1704	Leadership Development
Agency: Bayview Opera House Contact: Shelley Bell Phone #: 824-0386	Cultural Development
Agency: SF State Univ. Contact: Dr. Penny Statford Phone #: 338-2032	Education student teachers assistance in curriculum design
Agency: The Family School Contact: Natalie Lopes Phone #: 554-0425	Reciprocal/child care training

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: Young Community Developers, Inc.

ADDRESS: 1715 Yosemite Avenue

CITY STATE ZIP: San Francisco, California 94124

EXEC. DIRECTOR: Dwayne Jones PHONE #: 822-3491

E-MAIL ADDRESS: ycd@pacbell.net FAX #: 822-4958

BUDGET PERIOD: July 2000 - June 2001

PLEASE CHECK THE APPROPRIATE BOX [x] In-School [ ] Out-of-School

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$155,500-	$114,000
B. Fringe Benefits	$ 35,251-	$ 21,796
C. Accounting & Insurance	$ 19,465-	$ 38,451
D. Participant Wages and/or Stipends	$402,500-	$223,600-
E. Training Materials	$ 10,000-	$ 10,000
F. Instructional Costs	$ 53,790-	$ 0 -
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 24,670-	$ 21,200-
TOTAL	$701,177-	$429,047-

A. Salaries: Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
Youth Service Manager	1,730	1	100	12	45,000	
Micro Enterprise Spec.	1,538	1	50	12	20,000	20,000
Employer Liason/Job Dev.	1,384	2	50	12	18,000	54,000
Contract Manager	1,923	1	20	12	10,000	40,000
Educational Specialist	1,326	1	100	12	34,500	
Program Assistant	1,076	1	100	12	28,000	
				Total	$155,500	$114,000

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA	7.65%	155,500	11,895.75	4674
SUI	5.40%	155,500	8,397.00	6156
Workers' Compensation	2.02%	155,500	3,141.10	2302.80
Health Insurance	3.5%	155,500	5,442.50	3990
Other (Show calculations) (Cafeteria Plan) 4.1% of Salary	4.1%	155,500	6,375.50	4674
		Total	35,251.85	21,796.80

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services	3,000	23,000
Liability Insurance	4,500	7,500
Fidelity Bond	6,200	2,481
Other (show calculations)	2,765	5,470
Additional Trainee Workers' Compensation (50 x 164.7 x 12 month)		
Total	19,465	38,451

D. Participant Wages and/or Stipends	Subtotal	Other Funds
130 Youth wages @ 5.75 summer 400 hrs. 45 @ 5.75 year round 400 hrs.	402,500	223,600
Total	402,500	223,600

E. Training Materials (please describe below)	Subtotal	Other Funds
Textbooks Work Readiness Books Cultural Experience Literature	10,000	10,000
Total	10,000	10,000

F. Instructional Costs (please describe below)	Subtotal	Other Funds
5 Instructors 5 Instructional Assistants/Tutors	53,790	
Total	53,790	

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
Rent, equipment, utilities	24,670	21,200
Total	24,670	21,200

Proposal budget prepared by: Lisa Gray

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Young Community Developers, Inc.

1. Are you incorporated?.....Yes [x] No [ ]
   If Yes, date incorporated: June 1973
2. Tax Status: For Profit Not For-Profit x State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes [ ] No [x]
   If No, have you ever been refused bonding?.....Yes [ ] No [x]
   If Yes, please explain:
4. When was your last audit performed? 1999 Who performed the audit? R. Ching Assoc.
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm?.....Yes [ ] No [x]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Hensel Phels	$ 145,000	1999
L-AGC	$ 160,000	1999
PIC	$ 515,000	1999
Environmental Protection Agency	$ 181,000	1999
Department of Human Services	$ 147,000	1999

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Stan Smith	2660 Newhall Street
Vice President	Claude Everahrt	4100-10 Redwood Rd. #323
Treasuer	Scott Roderick	5 Thomas Melon Cr., Ste. 220

8. Number of Directors on your governing Board: 7 How frequently does your Board meet?: bi-monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [x]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program?.....Yes [ ] No [x]
   If Yes, please give date of approval:
   If No, please explain: did not meet prior to release of RFP and submission
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [x] No [ ]
    If Yes, date: June 1999 By whom was the assessment performed? DHS
11. Was your facility found to be accessible to the:
    mobile-impaired?.....Yes [x] No [ ]
    hearing-impaired?.....Yes [ ] No [x]
    visually-impaired?.....Yes [x] No [ ]
12. Will your proposed program be accessible to the:
    mobile-impaired?.....Yes [x] No [ ]
    hearing-impaired?.....Yes [ ] No [x]
    visually-impaired?.....Yes [x] No [ ]

    If No to any of the above, do you plan to make the needed modifications?.....Yes [ ] No [x]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Dwayne Jones
Executive Director (Typed)

Signature

Stanley Smith
Board Chairperson (Typed)

Signature

PROPONENT: YOUNG COMMUNITY DEVELOPERS PROPOSAL #: 22

TARGET: OUT OF SCHOOL SERVICE LEVEL 40 REQUESTED: $258,448.00

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	18
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	18
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	22
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	10
	Total	68

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this proposal is **not** recommended for funding.

Young Community Developers (YCD) proposes the same program design as Proposal 21 (which is being recommended for funding) except the target group to be served is 40 out-of-school youth between the ages of 14-18 years that primarily live in the Hunters Point community.

The cost per participant is $6,461.20.

This proposal may be appropriate for funding through the Youth Opportunity Grant (YOG).

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: Young Community Developers
   ADDRESS: 1715 Yosemite Avenue
   San Francisco, California
   EXECUTIVE DIRECTOR: Dwayne Jones
   E-MAIL ADDRESS: ycd@pacbell.net

   PROPOSAL NO.: 22
   DATE: May 19, 2000
   ZIP CODE: 94124
   PHONE #: (415) 822-3491
   FAX #: (415) 822-4958

2. TARGET POPULATION (check the appropriate box)..... IN SCHOOL [ ] OUT OF SCHOOL [X]
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL:..... $ 258,448
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED:..... 40
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

Young Community Developers, Inc. will re-implement our successful flagship youth service program Chocolate City. Chocolate City 2 (CC 2) will model the original program and provide comprehensive services specifically designed to meet the singularly unique needs of youth residing in the economically and socially underserved and disadvantaged Bayview Hunters Point community. CC II is an original, youth-empowerment project that uses a rich mixture of youth focused activities and methodologies designed to give 40 out-of-school young people ages 14-18 a comprehensive array of activities, services, and opportunities that promote and lead to: an increased desire and ability to complete secondary and matriculate into post-secondary learning experience; the ability to gain and sustain employment within a self-selected occupational field or industry; the desire to create and operate micro-enterprises and other businesses; develop leadership, citizenship, and self-esteem.

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	x
b.	Strong linkages between academic and occupational learning	x
c.	Preparation for unsubsidized employment opportunities	x
d.	Effective linkages with intermediaries with strong employer connections	x
e.	Alternative secondary school services	x
f.	Summer employment opportunities directly linked to academic and occupational learning	x
g.	Paid work experience as appropriate (including internships and job shadowing)	x
h.	Occupational skills training	
i.	Leadership development opportunities	x
j.	Comprehensive guidance and counseling	
k.	Supportive services	x
l.	Follow-up services	x
m.	Others (please specify)	x

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: MYEEP Contact: Lorena, Director Phone #: 202-7903	Subsidized Non-profit employment, education and life skill training
Agency: Juvenile Probation Contact: Jesse Williams Phone #: 753-7556	Youth Referrals
Agency: Infusion One Contact: Gaylon Logan Phone #: 641-1704	Leadership Development
Agency: Bayview Opera House Contact: Shelley Bell Phone #: 824-0386	Cultural Development
Agency: SF State Univ. Contact: Dr. Penny Statford Phone #: 338-2032	Education student teachers assistance in curriculum design
Agency: The Family School Contact: Natalie Lopes Phone #: 554-0425	Reciprocal/child care training

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

PROPONENT: Young Community Developers, Inc PROPOSAL #: _____

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	MALES	11
	FEMALES	29
	TOTAL	40
AGE	14 - 15	15
	16 - 17	15
	18	10
	19-21	N/A
	TOTAL	40
BARRIERS	LIMITED ENGLISH SKILLS	
	OFFENDERS	40
	HOMELESS	10
	DISABLED	
	LOW INCOME INDIVIDUALS	65
	PUBLIC & SECTION 8 HOUSING	40
	BASIC SKILLS DEFICIENT	80
	OTHERS (please describe)	
		7
		12
		20

RACE	AMER. INDIAN/ALASKAN NATIVE (N.H.)	
	ASIANS/PACIFIC ISLANDERS	3
	Asian Indian	
	Cambodian	
	Chinese	
	Filipino	
	Guamanian	
	Hawaiian	
	Japanese	
	Korean	
	Laotian	
	Samoan	
	Vietnamese	
	Other Pacific Islander	
	Other Asian	
	BLACKS (N.H.)	31
	HISPANICS (N.A.P.I.)	3
	WHITES (N.H.)	3
	OTHERS	
	TOTAL	40

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A MONTH	B TOTAL ENROLLED	C TOTAL ENTERED EMPLOYMENT	D TOTAL ENTERED CERTIFIED APPRENTICESHIP OR MILITARY SERVICE	E TOTAL SKILLS ATTAINMENT	F TOTAL ENTERED POST-SECONDARY EDUCATION OR ADVANCED TRAINING	G TOTAL ATTAINED DIPLOMA OR GED	H TOTAL OTHER TERMINATIONS/ EXITS	I TOTAL TERMINATIONS/ EXITS (Sum of C through H)
JULY 2000	10							
AUGUST	20							
SEPTEMBER	25							
OCTOBER	30							
NOVEMBER	35							
DECEMBER	40							
JANUARY 2001	40							
FEBRUARY	40							
MARCH	40							
APRIL	40							
MAY	40							
JUNE	40							
ANNUAL TOTAL	40							

Please complete the unshaded boxes
(Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: Young Community Developers, Inc.

ADDRESS: 1715 Yosemite Avenue

CITY STATE ZIP: San Francisco, California 94124

EXEC. DIRECTOR: Dwayne Jones PHONE #: 822-3491

E-MAIL ADDRESS: ycd@pacbell.net FAX #: 822-4958

BUDGET PERIOD: July 2000 - June 2001

PLEASE CHECK THE APPROPRIATE BOX ☐ In-School ☒ Out-of-School

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$ 73,000	$ 58,000
B. Fringe Benefits	$ 16,548	$ 13,148
C. Accounting & Insurance	$ 4,900	$ 12,800
D. Participant Wages and/or Stipends	$ 138,000	$ 49,000
E. Training Materials	$ 7,000	$ 8,000
F. Instructional Costs	$ 5,000	$ 15,000
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 14,000	$ 18,000
TOTAL	$ 258,448	$ 173,949

A. Salaries Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
Youth Service Manager	1,730	1	100	12	45,000	
Employer Liason/Job Dev.	1,384	1	50	12	18,000	18,000
Contract Manager	1,923	1	20	12	10,000	40,000
				Total	73,000	58,000

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA	7.65%	73,000	5,584	4,437
SUI	5.40%	73,000	3,942	3,132
Workers' Compensation	2.02%	73,000	1,474	1,171
Health Insurance	3.50%	73,000	2,555	2,030
Other (Show calculations)	4.10%	73,000	2,993	2,378
		Total	16,548	13,148

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services	1,300	24,700
Liability Insurance	2,000	7,500
Fidelity Bond	1,600	7,481
Other (show calculations)		
Total	4,900	39,681

D. Participant Wages and/or Stipends	Subtotal	Other Funds
40 Youth wages @ 5.75 hr. x 600 hrs.	138,000	49,000
Total		

E. Training Materials (please describe below)	Subtotal	Other Funds
Work Readiness Books GED Books & Software Cultural Esteem Books Textbooks	7,000	8,000
Total	7,000	8,000

F. Instructional Costs (please describe below)	Subtotal	Other Funds
2 Tutors	5,000	15,000
Total	5,000	15,000

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
Rent, utilities, equipment	14,000	18,000
Total	258,448	173,949

Proposal budget prepared by: Lisa Gray

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Young Community Developers, Inc.

1. Are you incorporated?.....Yes [x] No [ ]
   If Yes, date incorporated: June 1973
2. Tax Status: For Profit Not For-Profit x State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes [ ] No [x]
   If No, have you ever been refused bonding?.....Yes [ ] No [x]
   If Yes, please explain:
4. When was your last audit performed? 1999 Who performed the audit? R. Ching Assoc.
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm?.....Yes [ ] No [x]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Hensel Phels	$ 145,000	1999
L-AGC	$ 160,000	1999
PIC	$ 515,000	1999
Environmental Protection Agency	$ 181,000	1999
Department of Human Services	$ 147,000	1999

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Stan Smith	2660 Newhall Street
Vice President	Claude Everahrt	4100-10 Redwood Rd. #323
Treasuer	Scott Roderick	5 Thomas Melon Cr., Ste. 220

8. Number of Directors on your governing Board: 7 How frequently does your Board meet?: bi-monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [x]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program?.....Yes [ ] No [x]
   If Yes, please give date of approval:
   If No, please explain: did not meet prior to release of RFP and submission
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [x] No [ ]
    If Yes, date: June 1999 By whom was the assessment performed? DHS
11. Was your facility found to be accessible to the:
    mobile-impaired?.....Yes [x] No [ ]
    hearing-impaired?.....Yes [ ] No [x]
    visually-impaired?.....Yes [x] No [ ]
12. Will your proposed program be accessible to the:
    mobile-impaired?.....Yes [x] No [ ]
    hearing-impaired?.....Yes [ ] No [x]
    visually-impaired?.....Yes [x] No [ ]

    If No to any of the above, do you plan to make the needed modifications?.....Yes [ ] No [x]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Dwayne Jones
Executive Director (Typed)

Signature

Stanley Smith
Board Chairperson (Typed)

Signature

PROPONENT: **LARKIN STREET YOUTH CENTER** PROPOSAL #: **25**

TARGET: **OUT OF SCHOOL** SERVICE LEVEL **250** REQUESTED: **$545,138.00**

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	**22**
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	**20**
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	**28**
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	**10**
	Total	**80**

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this agency can not be funded at this time.

Larkin Street Youth (LSY) requested $545,138.00 to serve 250 low-income, out of school, homeless youth.

The proposed cost per participant is $2,180.

LSY is requesting these funds to increase an existing program and to provide additional out reach to the Mission and South of Market areas of the city. The program is currently planned to serve 450 homeless youth this year.

The narrative section of the proposal complied with all requested items in the RFP. The program design, while eclectic and holistic providing an array of support services through a network of community organization and staff, did not provide quantitative information on the number of homeless youth in San Francisco and the need for an expansion in service from 450 to 700 youth.

This Program may be appropriate for funding under the Youth Opportunity Grant (YOG).

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: Larkin Street Youth Center
   ADDRESS: 1044 Larkin Street
   San Francisco, CA
   EXECUTIVE DIRECTOR: Anne B. Stanton
   E-MAIL ADDRESS: annestanton lsyc.org

   PROPOSAL NO.: 25
   DATE: May 26, 2000
   ZIP CODE: 94109
   PHONE #: 415-749-3832
   FAX #: 415-749-3838

2. TARGET POPULATION (check the appropriate box)..... IN SCHOOL ☐ OUT OF SCHOOL ☒
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL:..... $ 545,138
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED:..... 250
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

Proposal Summary

This proposal is a request for funding to expand and enhance HIRE UP, Larkin Street Youth Center's comprehensive employment development program for homeless or at-risk, out of school youth aged 16 - 21. This application, if funded, will increase the number of eligible youth served by this program from 310 in the FY98/99 pilot year to 700 annually, building existing capacity as follows: (a) increase the agency's existing outreach and casefinding services in the South of Market (SOMA) and Mission districts, (b) enhance educational services, (c) expand the mentorship program to include all youth placed in internships or permanent employment, and (d) expand training opportunities to include (i) basic, advanced and multimedia computer skills training; three-to-six month on-the-job training courses in (ii) janitorial, (iii) veterinary services, (iv) event planning and management, and (v) social work, as well as (vi) an internship program designed to place youth in structured, on the job training opportunities in their chosen vocation.

Principal outcomes include: (1a) 147 youth will participate in Day Labor; (2) 100 youth will complete the Job Readiness Certification; (3a) 112 youth will complete at least one module of computer training; (4a) 35 youth will pass all five examinations required for the GED; (4c) 24 youth will enroll in post-secondary education; (5a) 75 youth will secure career-track employment at an average starting wage of at least $8.50 per hour; (5c) 35 additional youth will self-place in career-track employment at an average starting wage of at least $7.50 per hour.

PIC's investment in the expansion and development of HIRE UP will help more than 250 homeless and at-risk youth (700 total program) develop the skills and experience necessary to compete effectively in today's economy. The program's achievements to date provide strong evidence that funding invested by PIC will produce successful outcomes in the form of productive futures, as contributing members of our community, for youth who have surmounted great challenges in forging a pathway to economic self-sufficiency and personal independence.

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Youth Industry Contact: Larry Wilson Laura Navarro Phone #: 415-206-9945	Source of Hire Education Students: Youth Industry, an employment program, requires that all participants w/o a high school degree be working towards a GED in order to retain their jobs. (A,B,C,E,J,K,L)
Agency: City College of San Francisco Contact: Garret 239-3358 Regina 239-3286 Phone #:	Many of our clients benefit from access to City College for: entry into post secondary classes towards an AA degree, or eventually a BA degree at a 4/yr school, various certificat & trade programs & testing services. (A,B,C,J,K,l
Agency: SF State University Contact: ~~Steps to College~~ Dr. Jacob Peres Phone #: 415-338-2027	Designed to increase underrepresented minority enrollment in 4/yr. colleges & universities. Students take courses in critical thinking, receive help filling out university ap and course structure. Also SAT prep. (A-L)
Agency: Dean Contact: Rubicon Ent., Inc. Lowell Young Phone #: 510-235-1516	A non-profit organization that serves homeless, disabled, and lower economic adults in Contra Costa County. Their vocational program include culinary school, landscaping and janitorial service. (C,F,G,H,I)
Agency: TIHDI Treasure Island Contact: Bruce Franks Phone #: 415-274-0311	TIHDI is a conglomerate of non-profit organizati working w/ homeless people. Mission is to exit f homelessness & other assistance for economically disadvantages families & individuals through housing, employment & supp. serv. (C,D,F,G,H,I,K
Agency: Toolworks Contact: Rebecca Brocker Phone #: 415-621-8665	Day Labor Client - hired 4 of our clients to wor one day for their janitorial service. Toolworks dedicated to providing the tools & resources tha promote independence, equality & personal satis. for 18 and older. (C,D,F,G,H,I,J,K)

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Youthbuild Contact: Elbert Sanders ext.524 Phone #: 415-648-7070	Provides basic educational skills training, leadership development & construction training for lower economic individuals from 16-24. (C,G,H,I,J,K)
Agency: Arriba Juntos Contact: Davis Bracker Phone #: 415-863-9307	Collaborate with LSYC to develop & operate an event crew to set-up events on Treasure Island that trains and employs homeless & economically disadvantaged people. (C,D,F,G,H,I,K,L)
Agency: Community Recyclers Contact: Kevin Drew Phone #: 415-557-3597	Day Labor Client. Hire-up ground crew has worked on larger projects and individual clients on short and long term projects. Community Recyclers buys and resells recyclable material. (C,D,F,G,H)
Agency: SF Conservation Corp (SFCC) Contact: Ann Cochrane Phone #: 415-928-7322	Non-profit job and academic-training org. serving young people 12-24 to develop their job skills, leadership abilities & enviornmental awareness by completing outreach, conservation & community serv. Possible collaboration: Landscaping & community improvement projects. (C,H)
Agency: Adopt A Street Contact: Karin Flood Eklund Phone #: 415-641-2380	A program run by the Department of Public Works focused on keeping neighborhoods clean. Has provided Day Labor w/ the appropriate paint & equipment to keep Hemlock Alley free of graffiti.
Agency: Social Security Administration Contact: Mary Malloy Phone #: 800-772-1213	SSA is a federal agency that helps individuals obtain their social security cards and has been very helpful in helping our clients obtain their social security cards. (F,G,H,M(working document support))

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Homeless Prenatal Program Contact: Lavonna Martin Phone #: 415-546-6756	Day Labor has helped Prenatal move office furniture, pick-up donations, set-up Christmas party & deliver messages. Continue working short-term projects; refer appropriate clients for Prenatal care; intern or job shadow (C,F,G,J,K)
Agency: Wells Fargo Contact: Pam Erwin Phone #: 415-396-3247	Day Labor Client. Continue working short-term projects. Day Labor sent a crew of 4 clients and 1 supervisor to Wells Fargo to help with mailing. (C,D,F,G,H)
Agency: JAM Contact: Dennis Phone #: 415-922-8700	JAM is a multimedia center located in the Japanto district. The program allows youth to access its facilities on a drop in basis. Participants learn and practice various multi-media and computer graphics skills. (A,B,C)
Agency: SLUG Contact: Kelly Faddis Phone #: 415-285-7584	ABM Industries will provide training service for Hire-up youth enrolled in the janitorial training program. SLUB provides GED prep, financ aid counseling, Adult Basic Skills instruction. (A,B,C,E,J,K,L)
Agency: Glide Contact: Jeanetta Phone #: (415) 771-6300	Prep. for post secondary educational opportuniti strong linkages between academic & occupational learning;preparation for unsubsidized employment opportunities; alternative secondary school servi comprehensive quidance & counseling; support serv follow-up services. (A,B,C,E,J,K,L)
Agency: Harvey Milk Institute Contact: ~~Renee Graham~~ Phone #: 415-552-7200 ~~415-759-9649~~	Preparation forunsubsidized employment opportunities Harvey Milk is a local community college where youth attend post secondary level classes. (A,B,C)

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Writer's Corp. Contact: Phone #: 415-252-4655	Writing classes and seminars (A)
Agency: TIHIDI Contact: Bruce Franks Phone #: 415-274-0311	Employment opportunities for Job Readiness Clients/Hire-up Youth (B,C,D,G,H,I)
Agency: PAWS Contact: Erin Farrell Phone #: 415) 241-1469	Volunteer/internship opportunities. Assistance and support for Lark-Inn kennel. (B,C)
Agency: SPCA Contact: Kiska Icard Phone #: 415-522-3533	Employment opportunities/internship for Hire-up youths. (G)
Agency: SF Zoo Contact: Ian Nicholas Phone #: 415-753-7112	Employment Opportunities for Hire-up Youth. (G)
Agency: Asian Neighborhood ~~Design~~ Contact: Gary Grady Phone #: 415-648-7070	Training employment program for Hire-up Youth. (B,C,D,H)

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Project Open Hand Contact: Julie Bargen Phone #: 415-447-2345	Participated in information I/V for job readiness clients. (B,C,D)
Agency: Haight Ashbury Free Clinic Contact: Brian Wolf Phone #: 415-431-9909	Possible job opportunities/internships for hire. (B,C,G)
Agency: ZEUM Contact: Anne Ramsey Phone #: 415-777-2800	Art program for youth. (BCG)
Agency: ARC Contact: Jacy Cohen Phone #: 415-255-7200	Provide consultation and referrals for youths with disabilities. (K,J)
Agency: SF AD Club Contact: Mary Arnold Phone #: 415-986-3878	Invited/sponsored JRC students and other Lark youth to SF AD Club career day. (B,C,D)
Agency: OPNET Contact: Phone #: 415-882-1555	Offers computer/multi-media software training. (B,C,D,H,G)

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: CVE Contact: Steve Perry Phone #: 415-544-0424	Community vocational services provided employment assistance to ATI client. (B,C,D,G,H,J,I)
Agency: SF Legal Aid Contact: Dave Pogral Phone #: 415-864-8848	Provide legal advice. Guest speaker (regular) for JRC. (J,H,B)
Agency: Huckleberry House Contact: Bill Mackethal Phone #: 415-621-2929	Provide informational I/V for JRC students. (C,D,H)
Agency: Cole Street Youth Clinic Contact: Alexandria Phone #: 415-386-9398	Potential peer advocacey jobs for Hire-up youths. (B,C,D,J)
Agency: Int'l Gay&Lesbian Human Rights Comm. Contact: Jaime Balbou Phone #: 415-255-8680	Provided employment opportunity for Hire-up youth. (B,D,H)
Agency: Ashbury Images Contact: Eric Cleland Phone #: 415-885-2742	Employment opportunities for Hire-up youth. (G,D,B)

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Banana Republic Contact: Michelle McGill Phone # 415-788-3087	Guest speaker JRC employment opportunities. (G,B,C,D)
Agency: Architects Interiors Contact: Daniel Freeman Phone # 415-931-8833	Provides free haircuts for JRC youths (M)
Agency: MOMA Contact: Mansu Robisch Phone # 415-357-4155	Employment opportunities for Hire-up youth. (G)
Agency: Exploritorium Contact: Diana Bunborder Phone # 415-353-0447	Job opportunities for Hire-up youth. (B,C,D)
Agency: HIFY Contact: Jennifer B. Phone # 415-487-5777	Provided employment for Hire-up youth. (G)
Agency: Walden House Contact: Charlene Johnson Phone #: 415-554-1450	JRC students (C,D,H,I)

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	X
f.	Summer employment opportunities directly linked to academic and occupational learning	X
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: Native American Mental Health Contact: Aaron Conroy Phone #: 415-431-6323	Dental assistance for Hire-up youth. (M)
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	
Agency: Contact: Phone #:	

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

PROPONENT: Larkin Street Youth Center PROPOSAL #: _____

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	MALES	138
	FEMALES	112
	TOTAL	250
AGE	14 - 15	18
	16 - 17	75
	18	50
	19-21	107
	TOTAL	250
BARRIERS	LIMITED ENGLISH SKILLS	25
	OFFENDERS	
	HOMELESS	250
	DISABLED	25
	LOW INCOME INDIVIDUALS	250
	PUBLIC & SECTION 8 HOUSING	
	BASIC SKILLS DEFICIENT	50
	OTHERS (please describe)	

RACE/ETHNIC	AMER.INDIAN/ALASKAN NATIVE (N.H.)	2 (1%)
	ASIANS/PACIFIC ISLANDERS	5 (2%)
	Asian Indian	
	Cambodian	
	Chinese	
	Filipino	
	Guamanian	
	Hawaiian	
	Japanese	
	Korean	
	Laotian	
	Samoan	
	Vietnamese	
	Other Pacific Islander	
	Other Asian	
	BLACKS (N.H.)	38 (15%)
	HISPANICS (N.A.P.I.)	50 (20%)
	WHITES (N.H.)	125 (50%)
	OTHERS	30 (12%)
	TOTAL	250

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A MONTH	B TOTAL ENROLLED	C TOTAL ENTERED EMPLOYMENT	D TOTAL ENTERED CERTIFIED APPRENTICE-SHIP OR MILITARY SERVICE	E TOTAL SKILLS ATTAINMENT	F TOTAL ENTERED POST-SECONDARY EDUCATION OR ADVANCED TRAINING	G TOTAL ATTAINED DIPLOMA OR GED	H TOTAL OTHER TERMINA-TIONS/ EXITS	I TOTAL TERMINA-TIONS/ EXITS (Sum of C through H)
JULY 2000	20							
AUGUST	20							
SEPTEMBER	21							
OCTOBER	21							
NOVEMBER	21							
DECEMBER	21							
JANUARY 2001	21							
FEBRUARY	21							
MARCH	21							
APRIL	21							
MAY	21							
JUNE	21							
ANNUAL TOTAL	250							

Please complete the unshaded boxes
(Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT: Larkin Street Youth Center

ADDRESS: 1044 Larkin Street

CITY STATE ZIP: San Francisco, CA 94109

EXEC. DIRECTOR: Anne B. Stanton PHONE #: 415-749-3832

E-MAIL ADDRESS: annestanton@lsyc.org FAX #: 415-749-3838

BUDGET PERIOD: July 1, 2000 - June 30, 2001

PLEASE CHECK THE APPROPRIATE BOX [ ] In-School
[X] Out-of-School

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$226,190	$ 216,170
B. Fringe Benefits	$ 45,238	$ 43,234
C. Accounting & Insurance	$ 7,000	$ -
D. Participant Wages and/or Stipends	$125,260	$ 30,000
E. Training Materials	$ 64,850	$ 37,020
F. Instructional Costs	$ 36,300	$ 5,950
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 40,300	$ 814
TOTAL	$545,138	$ 333,188

A. Salaries Position/Title	Salary Per Month	No. of Pos.	% of Time	No. of Months	Subtotal	Other Funds
	PLEASE SEE ATTACHED					
				Total		

B. Fringe Benefits	Rate	Amount	Subtotal	Other Funds
FICA				
SUI				
Workers' Compensation				
Health Insurance				
Other (Show calculations) PLEASE SEE ATTACHED				
		Total		

C. Accounting & Insurance	Subtotal	Other Funds
Accounting Services		
Liability Insurance		
FIdelity Bond		
Other (show calculations)		
PLEASE SEE ATTACHED		
Total		

D. Participant Wages and/or Stipends	Subtotal	Other Funds
PLEASE SEE ATTACHED		
Total		

E. Training Materials (please describe below)	Subtotal	Other Funds
PLEASE SEE ATTACHED		
Total		

F. Instructional Costs (please describe below)	Subtotal	Other Funds
PLEASE SEE ATTACHED		
Total		

G. Direct Other (includes rent, utilities, equipment, etc.)	Subtotal	Other Funds
PLEASE SEE ATTACHED		
Total		

Proposal budget prepared by: Denise Wells, Director of Operations

		Salary Per Month	# of Positions	% of Time	# of Months	Subtotal	Other Funds
A. Salaries							
Director of Employment and Educational Services		$ 5,416.67	1	100%	12	$ 31,658	$ 33,342
Educational Coordinator		$ 3,083.33	1	100%	12	$ -	$ 37,000
Day Labor Coordinator		$ 3,175.83	1	100%	12	$ 5,474	$ 32,636
Career Development Specialist		$ 3,083.33	1	100%	12	$ 28,402	$ 8,598
Employer Development Coordinator		$ 3,083.33	1	100%	12	$ 404	$ 36,596
Coordinator of Mentor/Intern Program		$ 3,083.33	1	100%	12	$ 37,000	$ -
Lark-Inn Employment Coordinator		$ 3,083.33	1	100%	12	$ 18,500	$ 18,500
Day Labor Supervisor		$ 2,416.67	1	100%	12	$ -	$ 29,000
Computer Training Coordinator		$ 2,812.50	1	75%	12	$ 30,750	$ 3,000
Program Assistant		$ 2,250.00	1	100%	12	$ 27,000	$ -
Outreach Worker		$ 2,250.00	1	100%	12	$ 13,500	$ 13,500
Residential Advisor		$ 562.50	1	25%	12	$ 6,750	$ -
Residential Advisor		$ 562.50	1	25%	12	$ 6,750	$ -
Residential Advisor		$ 562.50	1	25%	12	$ 6,750	$ -
Executive Director		$ 1,437.50	1	15%	12	$ 13,252	$ 3,998
Total						$ 226,190	$ 216,170
B. Fringe:							
FICA	7.65%					$ 17,304	$ 16,537
SUI	0.80%					$ 1,810	$ 1,729
Workers' Compensation	1.40%					$ 3,167	$ 3,026
Health Insurance	10.15%					$ 22,958	$ 21,941
Total						$ 45,238	$ 43,234
C. Accounting & Insurance							
Accounting Services						$ 3,000	$ -
Liability Insurance						$ 3,000	$ -
Fidelity Bond						$ 1,000	$ -
Total						$ 7,000	$ -
D. Participant Wages and/or Stipends							
Day Labor Stipends						$ 10,000	$ 30,000
Job Ready Class Stipends						$ 22,000	$ -
Internship Stipends						$ 93,260	$ -
Total						$ 125,260	$ 30,000

E. Training Materials		
Work Documents	$ 1,000	$ 1,946
Day Labor Supplies	$ 750	$ 788
Employment Curriculum Materials	$ 2,500	$ 1,344
Employment Youth Awards and Incentives	$ 500	$ -
Youth Clothing and Equipment	$ 600	$ 1,822
Youth Transportation	$ 1,500	$ 1,500
Employment Events and Activities	$ 1,500	$ -
Mentor Program	$ 1,000	$ 1,000
Volunteer Expenses	$ 1,500	$ 300
Staff Training	$ 1,500	$ 1,000
Staff Transportation	$ 500	$ 720
Evaluation	$ 50,000	$ 25,000
Community Outreach	$ 2,000	$ 1,600
Total	$ 64,850	$ 37,020
F. Instructional Costs		
Computer Training Program	$ 9,000	$ -
Education Curriculum Materials	$ 1,500	$ 2,000
Education Youth Awards and Incentives	$ 500	$ 1,500
Youth Education Expenses	$ 750	$ 1,700
Education Events and Activities	$ 250	$ 750
GED Teachers	$ 24,300	$ -
Total	$ 36,300	$ 5,950
G. Direct Other		
Equipment	$ 1,000	$ -
Telephone Expense	$ 4,300	$ 814
Utilities	$ 5,000	$ -
Facility Rent	$ 30,000	$ -
Total	$ 40,300	$ 814
Total Program Costs	**$ 545,138**	**$ 333,188**

6. Major sources of revenue for past three years:

	FY 96-97	FY 97-98	FY 98-99
Department of Health And Human Services	738,279	852,089	909,520
Office of Criminal Justice Planning	364,684	478,078	472,551
Department of Human Services	298,963	179,184	245,684
Department of Housing and Urban Development	127,047	499,287	302,964
City and County of San Francisco	497,046	102,630	592,242
Department of Health	360,493	736,703	640,393
Mayor's Office of Community Development	151,214	75,322	71,935
Mayor's Office of Children, Youth and Families	68,682		46,240
United Way	80,000	113,731	39,730
Private Foundations, Corporations and Individuals	1,330,301	1,437,834	1,631,568
Other revenue	64,210	128,317	41,337
	4,080,919	**4,603,175**	**4,994,164**

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Larkin Street Youth Center

1. Are you incorporated? ..... Yes [X] No [ ]
   If Yes, date incorporated: July 14, 1987
2. Tax Status: For Profit Not For-Profit State of Incorporation: State of California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ..... Yes [ ] No [X]
   If No, have you ever been refused bonding? ..... Yes [ ] No [X]
   If Yes, please explain:
4. When was your last audit performed? 10/99 Who performed the audit? Daoro Zydel & Holland
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? ..... Yes [ ] No [X]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
PLEASE SEE ATTACHED	$	
	$	
	$	
	$	
	$	

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chair	Phillip S. Estes	1044 Larkin St.SF CA 94109
Vice Chair	Deborah G. Jorgensen	1044 Larkin St.SF CA 94109
Treasurer	Jay Cuetara	1044 Larkin St.SF CA 94109

8. Number of Directors on your governing Board: 17 How frequently does your Board meet?: Bi-Monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? ..... Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain: Next Board Meeting is June 20, 2000
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [ ] No [X]
    If Yes, date: By whom was the assessment performed?
11. Was your facility found to be accessible to the:
    mobile-impaired? ..... Yes [ ] No [ ]
    hearing-impaired? ..... Yes [ ] No [ ]
    visually-impaired? ..... Yes [ ] No [ ]
12. Will your proposed program be accessible to the:
    mobile-impaired? ..... Yes [X] No [ ]
    hearing-impaired? ..... Yes [X] No [ ]
    visually-impaired? ..... Yes [X] No [ ]

If No to any of the above, do you plan to make the needed modifications? ..... Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Anne B. Stanton
Executive Director (Typed)

Signature

Phillip S. Estes
Board Chairperson (Typed)

Signature

PROPONENT: COLUMBIA PARK BOYS & GIRLS CLUB PROPOSAL #: 26

TARGET: OUT OF SCHOOL SERVICE LEVEL 30 REQUESTED: $32,000.00

SELECTION CRITERIA

A. PROGRAM DESCRIPTION Description of activities to be performed, and likelihood that the project will succeed in meeting the intent of the Act.	*35*	24
B. ORGANIZATION AND COORDINATION Proposed organization of the project, and linkages with employers, institutions, and other agencies in the youth service system.	*25*	18
C. EXPERIENCE WITH SPECIAL POPULATIONS Proof of prior experience in workforce development with special groups, and past performance in serving persons with multiple barriers.	*30*	23
D. ADMINISTRATION AND FINANCIAL MANAGEMENT Prior experience and track record in managing youth service programs, and overall completeness of proposal.	*10*	10
	Total	75

RECOMMENDATIONS AND COMMENTS

Due to a significant decrease in the allocation for youth services this year, this proposal is **not** recommended for funding at this time.

This proposal requests $32,000 to serve 30 out of school youth.

The cost per participant is $1,066.

Columbia Park Boy's and Girl's Club (CPBGC) proposes to use this funding to better link together its three main programs and increase participation levels. Youth are to be assessed and placed into training programs, after which the agency intends to track them for twelve months.

There was substantial compliance with all the requested items in the RFP, however the agency did not return a Workforce Investment Act Eligible Training Provider List (ETPL) application. Services were split between three different locations. Outcomes were not well described.

This program may be appropriate for funding under the Youth Opportunity Grant (YOG).

RECEIVED MAY 2 6 2000

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

WIA YOUTH YEAR-ROUND PROGRAM SUMMARY

1. PROPONENT: Columbia Park Boys & Girls Clubs PROPOSAL NO.: 26
   ADDRESS: 333 Valencia St. Suite 410 DATE: May 26, 2000
   San Francisco, CA ZIP CODE: 94103
   EXECUTIVE DIRECTOR: James A. Richards PHONE #: 415 861-8232
   E-MAIL ADDRESS: jrichards@kidsclub.org FAX #: 415 861-7723
2. TARGET POPULATION (check the appropriate box).....IN SCHOOL ☐ OUT OF SCHOOL ☒
3. TOTAL AMOUNT OF FUNDING REQUESTED IN THIS PROPOSAL:..... $ $32,000.00
4. TOTAL NUMBER OF YOUTH TO BE ENROLLED:..... 30
5. PROPOSAL SUMMARY. Summarize the overall design of your training program and quantify your objectives in the space provided below.

Introduction: Columbia Park Boys & Girls Clubs is pleased to submit this proposal to the Private Industry Council, requesting a $32,000 subcontract to provide direct educational support and job training services to 30 out-of-school youth ages 14-21 who have multiple barriers to employment. This proposal is part of a targeted effort to unify our three existing job training programs for at-risk youth:

- Sunrise Sidewalk Cleaners, a successful youth-run business that engages high-risk youth ages 14-21 in performing a wide range of business tasks;
- Teen Staff, a program providing teens ages 15-18 with paying jobs at the clubs;
- Our newest program, Job Readiness and Placement, which provides youth ages 16-21 with job readiness workshops, individual case management, linkages to educational support and college preparation, job and/or internship placement and follow-up services.

Columbia Park has three objectives more increasing the effectiveness of these job training programs for out-of-school youth:

1. Better coordination between the programs, including a single entry and assessment/placement system
2. Increased recruitment of school dropouts and youth with juvenile justice contact
3. A stronger focus on educational support and achievement in all three programs.

Columbia Park will accomplish these objectives by linking our programs under one umbrella, the Job Development Program. This program will be managed by our Job Development Director and will use and expand on our growing network of employers, job training & placement agencies, social service agencies, criminal justice agencies and community members to recruit and provide comprehensive services to 30 out-of-school youth with multiple employment barriers.

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

6. PROPOSED TARGET AREAS OF SERVICE (check all that apply)

a.	Preparation for post-secondary educational opportunities	X
b.	Strong linkages between academic and occupational learning	X
c.	Preparation for unsubsidized employment opportunities	X
d.	Effective linkages with intermediaries with strong employer connections	X
e.	Alternative secondary school services	
f.	Summer employment opportunities directly linked to academic and occupational learning	
g.	Paid work experience as appropriate (including internships and job shadowing)	X
h.	Occupational skills training	X
i.	Leadership development opportunities	X
j.	Comprehensive guidance and counseling	X
k.	Supportive services	X
l.	Follow-up services	X
m.	Others (please specify)	

7. COLLABORATING PARTNERS AND THE SERVICES TO BE PROVIDED.

COLLABORATING PARTNERS	SERVICES TO BE PROVIDED FOR THIS PROPOSAL
Agency: OpNet Contact: Valeria Perez Phone #: 415-882-1555	Paid training and internships with job placement in multimedia/web page design for participants.
Agency: Horizons Unlimited Contact: Nora Rios Reddick Phone #: 415-487-6709	Supportive services including mental health counseling & substance abuse counseling, and job placement services
Agency: Mission Neighborhood Health Center Contact: Bob Hernandez Phone #: 415-552-3870	Health and reproductive health services.
Agency: DDAP Contact: Roberto Aparo Phone #: 415-749-6930	Refer youth with contact with the juvenile justice system to the program
Agency: SFUSD — Contact: Art Walker Phone #: 415-241-6226	Dropout prevention program - refer school drop-outs to program
Agency: Mission Youth Action Network Contact: David Mauroff Phone #: 415-864-1495	Refer at-risk youth to the program (consortium of city agencies, law enforcement officials, various agencies, and youth working together to address gangs and violence in the mission.

If you require additional space to list the partners involved with this proposal please attach additional copies of this form

PROPONENT Columbia Park Boys & Girls Clubs PROPOSAL #: _____

PARTICIPANT CHARACTERISTICS
(Enter Number of Participants)

GENDER	MALES	15
	FEMALES	15
	TOTAL	30
AGE	14 - 15	5
	16 - 17	15
	18	5
	19-21	5
	TOTAL	30
BARRIERS	LIMITED ENGLISH SKILLS	25
	OFFENDERS	12
	HOMELESS	2
	DISABLED	1
	LOW INCOME INDIVIDUALS	30
	PUBLIC & SECTION 8 HOUSING	10
	BASIC SKILLS DEFICIENT	30
	OTHERS (please describe)	

RACE/ETHNIC	AMER.INDIAN/ALASKAN NATIVE (N.H.)		1
	ASIANS/PACIFIC ISLANDERS		
	Asian Indian		
	Cambodian	1	
	Chinese	2	
	Filipino	1	
	Guamanian		
	Hawaiian		
	Japanese		
	Korean	1	
	Laotian	1	
	Samoan	1	
	Vietnamese	2	
	Other Pacific Islander		
	Other Asian		
	BLACKS (N.H.)		5
	HISPANICS (N.A.P.I.)		15
	WHITES (N.H.)		
	OTHERS		
	TOTAL		30

N.H.-Not Hispanic
N.A.P.I.-Not Asian/Pacific Islander

ENROLLMENT GOALS
Numbers shown below should be cumulative for each month

A MONTH	B TOTAL ENROLLED	C TOTAL ENTERED EMPLOYMENT	D TOTAL ENTERED CERTIFIED APPRENTICE-SHIP OR MILITARY SERVICE	E TOTAL SKILLS ATTAINMENT	F TOTAL ENTERED POST-SECONDARY EDUCATION OR ADVANCED TRAINING	G TOTAL ATTAINED DIPLOMA OR GED	H TOTAL OTHER TERMINA-TIONS/ EXITS	I TOTAL TERMINA-TIONS/ EXITS (Sum of C through H)
JULY 2000	3							
AUGUST	2							
SEPTEMBER	4							
OCTOBER	2							
NOVEMBER	3							
DECEMBER	2							
JANUARY 2001	3							
FEBRUARY	2							4
MARCH	3							
APRIL	2							4
MAY	3							
JUNE	1							4
ANNUAL TOTAL	30							12

Please complete the unshaded boxes (Columns B and I as well as the "Annual Total" row.)

The shaded sections will be completed during subcontract negotiations.

(See reverse side for definitions)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROPOSAL BUDGET SUMMARY

PROPONENT:	Columbia Park Boys & Girls Clubs		
ADDRESS:	333 Valencia Street, Suite 410		
CITY STATE ZIP:	San Francisco, CA 94103		
EXEC. DIRECTOR	James A. Richards	PHONE #	(415) 861-8232
E-MAIL ADDRESS	jrichards@kidsclub.org	FAX #	(414) 861-7723
BUDGET PERIOD	July 1, 2000 to June 30, 2001		

PLEASE CHECK THE APPROPRIATE BOX [ ] In-school

[X] Out-of-School

SUMMARY OF COST ITEMS (from detail A. through G.)	Subcontract	Other Funds
A. Salaries	$ 6,600.00	$ 36,560.00
B. Fringe Benefits	$ 1,100.00	$ 6,223.00
C. Accounting & Insurance	$ -	$ 1,650.00
D. Participant Wages and/or Stipends	$ 21,800.00	$ 65,400.00
E. Training Materials	$ -	$ -
F. Instructional Costs	$ 1,500.00	$ -
G. Direct Other (includes rent, utilities, equipment, etc.)	$ 1,000.00	$ 8,400.00
TOTAL	$ 32,000.00	$ 118,233.00

A. Salaries Position/Title	Salary Per Month	No. Of Positions	% of Time	No. of Months	Subcontract	Other Funds
Program Director - Guerrero Unit	2,750.00	1	20%	12	$ 6,600.00	
Program Director - Excelsior Unit	2,750.00	1	20%	12		$ 6,600.00
Job Development Director	2,500.00	1	50%	12		$ 15,000.00
Youth Outreach Director	3,067.00	1	20%	12		$ 7,360.00
Youth Enterprise Director	3,067.00	1	20%	12		$ 7,600.00
				Total	$ 6,600.00	$ 36,560.00

B. Fringe Benefits	Rate	Amount	Subcontract	Other Funds
FICA	7.65%		$ 505.00	$ 2,797.00
SUI				
Workers' Compensation	2.15%		$ 145.00	$ 786.00
Health Insurance		$2400/yr	$ 450.00	$ 2,640.00
Others (Show calculations)				
		Total	$ 1,100.00	$ 6,223.00

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

C. Accounting & Insurance	Subcontract	Other Funds
Accounting Services		
Liability Insurance		$ 600.00
Fidelity Bond		$ 50.00
Other (show calculations)		
Payroll Service		$ 200.00
Audit		$ 800.00
Total	$ -	$ 1,650.00

D. Participant Wages and/or Stipends	Subcontract	Other Funds
10 teen staff @ $6 per hour for 330 hours/year (Wages)	$ 19,800.00	
30 teen staff @ $6 per hour for 330 hours/year (Wages)		$ 59,400.00
Stipends for 20 youth @ $100 each for those who complete Job Readiness Training	$ 2,000.00	
Stipends for 60 youth @ $100 each for those who complete Job Readiness Training		$ 6,000.00
Total	$ 21,800.00	$ 65,400.00

E. Training Materials (please describe below)	Subcontract	Other Funds
Total	$ -	$ -

F. Instructional Costs	Subcontract	Other Funds
Snacks for workshops ($100 per month)	$ 1,200.00	
Stationary, Resume Paper & envelopes, Pens	$ 100.00	
Incentives for Participants	$ 100.00	
Flip charts, markers, other teaching supplies	$ 100.00	
Total	$ 1,500.00	$ -

G. Direct Other (includes rent, utilities, equipment, etc.)	Subcontract	Other Funds
Printing & Publications (college/career books, Dictionary of Human Services,		
printing of brochures & materials for use in marketing, recruitment	$ 500.00	
and outreach to youth and businesses		
Transportation (monthly fast passes for transportation between clubs)		$ 500.00
Transportation (educational field trips)	$ 500.00	
Telephone		$ 2,500.00
Occupancy (rent, utilities)		$ 3,000.00
Equipment purchase, maintenance		$ 650.00
Postage		$ 500.00
Promotion		$ 500.00
Staff Development		$ 500.00
Dues		$ 250.00
Total	$ 1,000.00	$ 8,400.00

Proposed budget prepared by: Linda Nevin

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Columbia Park Boys & Girls Clubs

1. Are you incorporated?.....Yes [X] No [ ]
   If Yes, date incorporated: _____
2. Tax Status: For Profit Not For-Profit State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal?.....Yes [X] No [ ]
   If No, have you ever been refused bonding?.....Yes [ ] No [ ]
   If Yes, please explain: Fidelity Bond Binder193819/$50,000 Emp.Dishonesty
4. When was your last audit performed? Frank Crystal & Co. of CA Inc. 6/30/99 Who performed the audit? Lautze & Lautze
   If you have not been audited during the past two years, please explain: _____
5. Do you retain outside accounting services other than a CPA firm?.....Yes [ ] No [X]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Foundations/Corporations	$538,749 $408,611 $971,632	97-98, 98-99, 99-00
Government/local&federal	$41,987 $339,522 $623,189	97-98, 98-99, 99-00
Fundraising Events	$101 $26,621 $324,000	97-98, 98-99, 99-00
Individual Donors	$184,243 $301,047 $274,228	97-98, 98-99, 99-00
United Way	$82,412 $89,244 $56,829	97-98, 98-99, 99-00

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chair	Donna J. Walker	Pulido Walker Foundation
Treasurer	Teresa Briggs	Deloitte & Touche
Vice Chair	Samuel R. Coffey	Epstein,Englert,Staley & Coffey

8. Number of Directors on your governing Board: 34 How frequently does your Board meet?: Full;Quarterly Committees:Monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain: _____
9. Has your Board specifically agreed to sponsor this proposed program?.....Yes [X] No [ ]
   If Yes, please give date of approval: November, 1999
   If No, please explain: _____
10. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: Sept. 1999 By whom was the assessment performed? City of San Francisco
11. Was your facility found to be accessible to the:
    mobile-impaired?.....Yes [X] No [ ]
    hearing-impaired?.....Yes [X] No [ ]
    visually-impaired?.....Yes [X] No [ ]
12. Will your proposed program be accessible to the:
    mobile-impaired?.....Yes [X] No [ ]
    hearing-impaired?.....Yes [X] No [ ]
    visually-impaired?.....Yes [X] No [ ]

If No to any of the above, do you plan to make the needed modifications?.....Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

James A. Richards
Executive Director (Typed)

Signature

Donna J. Walker
Board Chairperson (Typed)

Signature

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** NOVEMBER 20, 2000
MAYOR WILLIE L. BROWN, JR.

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: REQUESTS FOR PIC, INC. COMPENSATION ADJUSTMENTS
(NOVEMBER 28 BOARD MEETING—AGENDA ITEM 9)

The PIC Board of Directors is asked to review —

- the Controller's *Operating Budget* Report (Attachment 1),
- a partial list of positions for which the PIC, Inc. has recently recruited (Attachment 2),
- the scheduled duties of the PIC, Inc. as One Stop Operator (Attachment 3);

and to **approve** the following request —

- to adjust staff's compensation levels effective Oct. 1, 2000, (Attachment 4).

BACKGROUND

Earlier this year the Private Industry Council led the development of a comprehensive Strategic Five Year Plan for workforce development in San Francisco pursuant to the Workforce Investment Act of 1998 (WIA). WIA's central theme is customer service (to job seekers and employers) through a One Stop system where separate streams of federal and State funds converge into a seamless continuum of information dissemination, referral, and service delivery.

The City's ambitious Plan calls for a major overhaul of its workforce development system, including a complete transformation of loosely-connected, community-based subcontracts into collaborating One Stop Centers and Access Points. These Centers and Access Points may be utilized to complete thorough job seeker assessments and serve as points for issuance of individual training accounts (vouchers) to eligible job seekers and training providers.

The Private Industry Council, Inc. has been designated the *One Stop Operator* pursuant to the WIA, and has been designated by Mayor Willie L. Brown, Jr. as staff for the San Francisco Local Workforce Investment Board (LWIB). It is anticipated that the staff of PIC, Inc. will reorganize to more effectively deliver employment training services, effectively engage employers in workforce development and staff the LWIB.

In February 2000 the Council increased the salaries of employees of PIC, Inc. by 7.5%. This increase was a first step to address unusually low salaries for current employees. At that time, the Council agreed to revisit the matter of staff compensation during calendar year 2000 following the close-out of the Job Training Partnership Act and a report by the Controller of funds available for additional compensation increases. The *Operating Budget* report of the Controller is attached hereto as *Attachment 1.*

Attachment 2 is a partial recruitment summary for job openings at PIC, Inc. This summary does not list all positions/skill sets necessary for PIC, Inc. to successfully execute its responsibilities as either *One Stop Operator* or *Youth Opportunity Grant recipient.* This summary does provide information about the difficulty encountered by PIC, Inc. in recruiting new employees in the current labor market with salaries at the low end of the scale for requisite experience and skill.

The Council, the Board and Chairman Martin have explicitly expressed a desire to increase staff compensation during the tenure of this Board. The "Salaries" line item in the *Operating Budget* report includes a salary increase of 10% for all employees, excluding the President.

This Board is asked to take action to increase PIC, Inc. compensation schedules. If you have questions, please call me or Adrian Trujillo, Controller, at (415) 431-8700.

Attachment 1 — PIC, Inc. Budget for PY'2000 **[Information only – no action]**

The following table summarizes PIC, Inc. revenue and expense for the current fiscal year, PY'2000 (7/1/2000 through 6/30/2001). It is followed by detail on the 34 separate funding streams comprising the Mayor/PIC Partnership revenue.

Operating Budget
PIC of San Francisco, Inc.
Revenue & Expense
July 1, 2000 through June 30, 2001 (PY'00)

REVENUE	
DOL WtW (Formula & Competitive)	$ 590,209
Youth Opportunity Grant	927,539
H-1B Technical Skills Training	150,000
Workforce Investment Grant	1,641,507
DHS-Calworks,CJI & PAES2Work	876,993
State Refugee Grants	147,777
Homeless Employment Collaborative	125,827
S.F. Redevelopment Agency	46,664
Other Funds	264,826
Total Revenue	**$ 4,771,342**
EXPENSE (Budget)	
Salaries	$ 3,192,372
Earned Vacation	150,000
Fringe Benefits	551,340
Professional Services	250,000
Employment & Training Fees	10,000
Equipment Agreements/Purchases	20,000
Equipment Rental	50,000
Equipment Repairs/Maintenance	30,000
Insurance	20,000
LMI & Participant Follow-Up	6,000
Material & Supplies	50,000
Rent (1650 Mission & 745 Franklin)	195,631
Training	15,000
Travel & Conference	35,000
Miscellaneous	30,000
Moving & Storage	50,000
Auditing Services	10,000
Telephone/Internet	40,000
Postage	26,000
Computer Software Training	25,000
Bank Service Charge	15,000
Total Expense	**$ 4,771,342**
Excess Revenue over Expense	$ 0

Private Industry Council of San Francisco

Budgeted Allocations for the period July 1 to June 30 & Expenditures as of June 30, 2000

		*** Grant Revenue of the Mayor/PIC Partnership ***			*** Amounts available to the PIC Inc. (Corporation) ***		
		Carry-in Grant Revenue PY'99	Current Year Grant Revenue PY'00	Available Grant Revenue PY'00	Carry-in Admin.Oper. PY'99	Current Year Admin.Oper. PY'00	Total PIC, Inc. Budget PY'00
U.S. Department of Labor							
Welfare to Work - Competitive Grant	6/98-6/01	2,298,606	0	2,298,606	282,014	0	282,014
WIA Title I-D Youth Opportunity Grant	3/00-3/03	6,947,043	52,957	7,000,000	876,958	50,581	927,539
H-1B Technical Skill Training	8/00 - 7/02	1,500,000	1,500,000	3,000,000	0	150,000	150,000
Job Vacancy Survey Grant	7/99 - 10/00	22,021	0	22,021	9,295	0	9,295
U.S. Department of Labor pass through the State of California EDD (WIA as of 7/1/00)							
Workforce Investment Act (effective 7/1/00)							
WIA Title I-B Adult	7/00-6/01	0	2,102,809	2,102,809	0	483,646	483,646
WIA Title I-B Youth	7/00-6/01	0	1,471,903	1,471,903	0	338,538	338,538
WIA Title I-B Dislocated Worker	7/00-6/01	0	2,369,840	2,369,840	0	545,063	545,063
WIA Title I-B Rapid Response	7/00-6/01	0	300,000	300,000	0	180,000	180,000
Job Training Partnership Act (expired 6/30/00)							
JTPA Title IIA Basic Adult - 77%	7/99-6/00	156,699	0	156,699	36,041	0	36,041
JTPA Title IIC Basic Youth - 82%	7/99-6/00	62,446	0	62,446	14,363	0	14,363
JTPA Title IA Older Worker - 5%	7/99-6/00	0	0	0	0	0	0
JTPA Title IIA/C Incentive - -5% - PY 98	7/98-6/00	0	0	0	0	0	0
JTPA Title IIA/C 8%	7/99-6/00	3,432	0	3,432	0	0	0
JTPA Title III Displaced Workers, Formula Funds	7/99-6/00	60,000	0	60,000	40,000	0	40,000
JTPA Title III Displaced Workers, Rapid Response	7/99-6/00	0	0	0	0	0	0
JTPA Title III 40%, Special Projects	7/99-6/00	0	0	0	0	0	0
JTPA Title IIA/C SALT - Capacity Building	7/99-6/00	0	0	0	0	0	0
JTPA Title IIB (SYETP) - PY98	7/98-6/00	16,767	0	16,767	3,856	0	3,856
Total WIA/JTPA		299,344	6,244,552	6,543,896	94,260	1,547,247	1,641,507
U.S. Department of Labor & State of California pass though the State of California Dept. of Education							
JTPA Title IIA/C State Education Coordination Grants	7/99-6/00	3,302	0	3,302	0	0	0
U.S. Department of Labor pass through the State of California							
One-Stop San Francisco System	7/99-6/00	0	0	0	0	0	0
Labor Market Information Survey	1/99-1/00	29,065	56,630	85,695	29,065	29,065	58,130
Welfare to Work - Formula Grant	7/98-6/02	3,890,989	0	3,890,989	50,000	258,195	308,195
Welfare to Work - SALT (Capacity Building) Grant	7/99-6/00	7,500	7,500	15,000	0	0	0
Total U.S. Department of Labor		14,997,870	7,861,639	22,859,509	1,341,592	2,035,088	3,376,680
U.S. Dept. of Health & Human Service pass through the State of California pass though City & County of San Francisco							
Refugee Programs							
Refugee Targeted Assistance Program (RTAP)	10/99-9-00	272,305	714,780	987,085	2,523	80,413	82,936
Refugee Employment Social Services (RESS)	10/99-9-00	246,598	269,497	516,095	25,871	24,584	50,455
Refugee Discretionary 20%	10/99-9-00	52,325	210,999	263,324	6,886	7,500	14,386
Senior Refugee		0	0	0	0	0	0
CalWORKs							
Pre-Construction Program	4/98-6/01	50,000	0	50,000	6,000	0	6,000
Non-Custodial Parents	4/98-6/01	134,624	0	134,624	7,347	0	7,347
Community Jobs Initiative	4/98-6/01	1,565,715	0	1,565,715	162,886	0	162,886
Employment Retention	4/98-6/01	418,811	0	418,811	51,874	0	51,874
Personal Assisted Employment Services (PAES)	4/98-6/01	3,009	0	3,009	70,052	0	70,052
CalWORKs EF	4/98-6/01	1,614,120	0	1,614,120	193,694	0	193,694
Regional Occupational Program PY-98	4/98-6/01	3,688	0	3,688	0	0	0
Say Yes Summer Program - TANF	06/00-9/00	62,437	0	62,437	13,517	0	13,517
Total U.S. Department of Health & Human Svcs.		4,423,632	1,195,276	5,618,908	540,650	112,497	653,147
U.S. Department of Housing & Urban Development (HUD) pass through the City & County of San Francisco							
Homeless Employment Collaborative	10/99-9/00	1,005,476	1,005,476	2,010,952	0	125,827	125,827
Mayor's Office of Community Development	7/99-6/00	0	70,000	70,000	0	60,000	60,000
Total U.S. Department of HUD		1,005,476	1,075,476	2,080,952	0	185,827	185,827
U.S. Dept. of Agriculture pass though the City & County of San Francisco							
Personal Assisted Employment Services (PAES)	4/98-6/01	182,937	0	182,937	0	0	0
Total Federal Government		20,609,915	10,132,391	30,742,306	1,882,242	2,333,413	4,215,654
State of California pass though the City and County of San Francisco							
Childcare Vocational Training	4/98-6/01	430,434	0	430,434	80,640	0	80,640
At-Risk Youth State General Fund	3/00-12/01	0	125,000	125,000	0	12,500	12,500
Welfare to Work (State Match)	4/98-6/01	19,125	225,000	244,125	0	27,000	27,000
Total State Government		449,559	350,000	799,559	80,640	39,500	120,140
City and County of San Francisco							
Redevelopment Agency - Consortium	7/99-6/00	0	818,533	818,533	0	46,664	46,664
Children's Fund	7/99-6/00	0	254,000	254,000	0	175,000	175,000
PAES-Support Employ. Program (Local Funds)	11/99-6/01	633,407	0	633,407	90,000	0	90,000
Regional Occupational Prog. (SF Comm. College)	7/99-6/00	0	0	0	0	0	0
Total Local Government		633,407	1,072,533	1,705,940	90,000	221,664	311,664
Corporations and Foundations							
Jobs for Youth (Various Contributions)	10/99-9/00	0	160,000	160,000	0	83,335	83,335
Say Yes Summer Program	6/00-9/00	375,000	0	375,000	40,550	0	40,550
Total Local Private Sector (Business)		375,000	160,000	535,000	40,550	83,335	123,885
GRAND TOTAL		22,067,881	11,714,924	33,782,805	2,093,431	2,677,912	4,771,342

Attachment 2 — Recruitment summary **[Information only – no action]**

This is a partial list of jobs for which the corporation has recruited and the results of those efforts.

PIC Position (Job Title)	Salary Range	Open Date Close Date	Reports to	Recruitment summary
Info. Systems & App. Spec. II	$3,601-$4,376 per mo. (F/T)	6/99 – 8/2000 (now on hold)	MIS Manager	No qualified candidates
Quality Control (QC) Spec. II	$3,194-$3,862 per mo. (F/T)	Employee just resigned – not reopened yet	MIS Manager	Filled 3/2000. Employee resigned 9/2000
Asst. Controller/ Financial Officer	$4,230-$5,127 per mo. (F/T)	Aug. 4 or until filled (second issuance)	Controller	Only a few applicants; salary cited as insufficient
Clerk Typist (2)	$2,018-$2,440 per mo. (F/T)	File ASAP; may close any time	Executive Secretary	Filled one, still accepting apps.
Computer Lab Specialist (SE)	$32,250 per yr. (F/T)	Open until filled. File ASAP	Center Mgr. (SE One Stop)	Interviews shortly.
Help Desk Tech. I (2)	$30,000 per yr. (F/T on-call)	Open until filled. File ASAP	Systems Administrator	Two filled.
Help Desk Tech. II (2)	$35,000 per yr. (F/T on-call)	Open until filled. File ASAP	Systems Administrator	Closed for now
Vice President For Youth	$71,772 per yr. (F/T)	May 26, 2000 or until filled	PIC President	Completed first round of interviews
YO! SF Center Managers (4)	$4,230-$5,127 per mo. (F/T)	Sep. 20, 2000, or until filled	Assoc. VP for Youth Collab.	Almost filled as of 10/26/00
Asst. to Assoc. VP for Youth Collab.	$3,581-$4,333 per mo. (F/T)	Oct. 31 or until filled	Assoc. VP for Youth Collab.	Accepting applications
YOG jobs (49 total positions)				
Website & Marketing Specialist				
Eligibility Certifiers (2)				
Contract Administrators (WIA-2, WtW-1)		To be scheduled …		
Legal Assistant				
Planner Assistant				
Procurement Assistant				

Attachment 3 — Duties of One Stop Operator/WIB Staff [Info only – no action]

The following is an excerpt from a Strategic Transition Committee report to the Mayor/Council, approved by the Mayor and Board of Directors on May 16, 2000:

"The PIC, Inc. (operating under that name or another fictitious business name to be determined later) will perform the duties of Administrative Entity (or One Stop Operator). The WIB will hold the One Stop Operator responsible for the following WIA functions:

— general coordination of the One Stop system, with reliance on existing management committees and operations workgroups created by and among the partners;
— assistance with access point development and their Internet presence;
— initial acceptance and verification of Eligible Training Provider List applications for training services;
— dissemination of State-certified ETPL information to all One Stop partners;
— coordination of customer satisfaction data collection, including analysis and reporting;
— coordination of labor market information collection, analysis, and dissemination, including gap and sector analysis with business and organized labor volunteers;
— grant management, procurement (solicitation of goods and services), and accounting for all WIA funds;
— program planning, budgeting, and funding recommendation, participant data management, grant reporting and locally-driven evaluation for all WIA-funded One Stop activities;
— development of uniform applications for services and protection of confidentiality;
— long-term follow-up data collection, summarization, and reporting;
— coordination of One Stop personnel development, staff training, system building and continuous improvement;
— integration of funding streams and resource leveraging;
— collection of "community specialist" information to provide "wrap-around" connection services for special groups;
— centralized marketing and public relations, including focused outreach to selected communities and client groups;
— centralized Internet service provision, electronic system development, and continuous update of website content;
— contract administration, ADA compliance monitoring, service deliverer communications and information dissemination;
— municipal government relations and coordination with department initiatives;
— tax credit assistance and Enterprise Community/Zone benefit information for employers or other business customers;
— coordination of rapid response assistance activities for dislocated workers, including formation of labor-management committees, regional response teams, or base-closure economic development groups; and
— other workforce development duties as may arise in response to economic change over the next five years."

Attachment 4 — Request for increase in PIC, Inc. compensation levels. [Action]

Staff's past recommendations have typically been requests for across-the-board, Cost of Living Adjustment (COLA)-type increases, but a persistent desire has been to achieve parity with similarly-assigned City workers with whom it shares common job duties.

Staff estimates that its current salaries average 15 to 20 percent below City equivalents, in spite of upward adjustments totaling 13.5 percent since 1997.

Action requested:

(1) effective October 1, 2000, and until the corporation can redefine and reorganize itself to become a WIB staff and One Stop Operator, authorize an across-the-board, salary adjustment of ten percent (10%), to staff, as a stop-gap measure, and

(2) consider the need for outside professional services (as outlined elsewhere in this agenda package) to assist the PIC with its reorganization and transformation into a WIB staff and One Stop Operator.

The following page shows current staff salaries, including the proposed 10% increase, compared to the salaries of equivalent City and County jobs.

Please note that the comparison is subjective; it was prepared internally by the PIC staff and is not the proper analysis of a disinterested third party.

PIC SALARIES @ 10% ACROSS-THE-BOARD

PIC, Inc. Job Title	PIC Low Rate	PIC High Rate	City/County Job Title	City Low Rate	City High Rate	PIC as % of City	PIC No.
Assoc. Vice Pres., Youth Collab.	65,100	78,949	9708 Empl. & Trng. Specialist VI	68,640	83,408	95%	0
Controller	65,102	78,949	1658 Chief Accountant	65,182	79,222	100%	1
Director, Welfare to Work	65,102	78,949	9708 Empl. & Trng. Specialist VI	68,640	83,408	95%	1
Vice President, Administration	65,102	78,949	9708 Empl. & Trng. Specialist VI	68,640	83,408	95%	1
Vice President, Operations	65,102	78,949	9708 Empl. & Trng. Specialist VI	68,640	83,408	95%	1
Vice President, Planning/Legal Svcs.	65,102	78,949	9708 Empl. & Trng. Specialist VI	68,640	83,408	95%	1
Assistant Controller	55,836	67,676	1656 Head Accountant	56,186	68,302	99%	1
Homeless Program Coordinator	55,836	67,676	9706 Empl. & Trng. Specialist V	57,876	70,356	96%	1
MIS Manager	55,836	67,676	1024 IS Administrator/Supervisor	62,582	76,076	89%	1
Refugee Program Coordinator	55,836	67,676	9706 Empl. & Trng. Specialist V	57,876	70,356	96%	1
SE Career Center Manager	55,836	67,676	9706 Empl. & Trng. Specialist V	57,876	70,356	96%	1
Sr. Planner	55,836	67,676	9706 Empl. & Trng. Specialist V	57,876	70,356	96%	1
YO! SF Center Manager	55,836	67,676	9706 Empl. & Trng. Specialist V	57,876	70,356	96%	0
Sr. Systems Administrator	53,566	64,825	1063 IS Programmer Analyst-Senior	53,794	65,364	99%	1
Systems Administrator	53,566	64,825	1023 IS Administrator III	58,136	70,694	92%	1
Human Resources Manager	52,523	63,545	1244 Sr. Personnel Analyst	57,044	69,316	92%	1
IS & A Specialist II	47,533	57,763	1062 IS Programmer Analyst	44,252	53,794	107%	1
Business Services Manager	47,269	57,196	1312 Public Information Officer	42,796	51,974	110%	1
Contract Administrator II	47,269	57,196	9704 Empl. & Trng. Specialist III	47,606	57,876	99%	4
Employment & Training Specialist	47,269	57,196	9704 Empl. & Trng. Specialist III	47,606	57,876	99%	2
Exec. Assistant to the President	47,269	57,196	1842 Management Assistant	45,786	55,640	103%	1
Grant Accountant	47,269	57,196	1652 Sr. Accountant	43,004	52,234	109%	4
OJT Contract Administrator	47,269	57,196	9704 Empl. & Trng. Specialist III	47,606	57,876	99%	1
Summer Youth Coordinator	47,269	57,196	9704 Empl. & Trng. Specialist III	47,606	57,876	99%	0
IS & A Specialist I	45,368	54,094	1061 IS Programmer Analyst-Ass't.	41,002	49,764	109%	1
IS QC Specialist II	42,161	50,978	9703 Empl. & Trng. Specialist II	46,462	56,472	90%	2
IS SYETP MIS Technical Advisor	42,161	50,978	9703 Empl. & Trng. Specialist II	46,462	56,472	90%	0
LMI Pgm. Coordinator	42,161	50,978	1241 Personnel Analyst	39,442	58,058	88%	1
Summer Youth Asst. Coordinator	42,161	50,978	9703 Empl. & Trng. Specialist II	46,462	56,472	90%	0
Summer Youth Cert. Supervisor	42,161	50,978	9703 Empl. & Trng. Specialist II	46,462	56,472	90%	0
IS Specialist	37,429	49,078	1021 IS Administrator I	39,442	47,840	103%	3
Accounting Assistant	38,610	46,649	1650 Accountant	39,832	48,308	97%	2
Executive Assistant	38,610	46,649	1842 Management Assistant	45,786	55,640	84%	1
Executive Secretary	38,610	46,649	1450 Executive Secretary I	42,172	51,220	91%	1
Help Desk Technician II	38,504	49,500	1003 IS Operator-Sr.	38,870	47,164	105%	0
Client/Participant Svcs. Spec.	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	4
Contract Administrator I	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	1
Help Desk Technician I	33,000	43,996	1002 IS Operator-Journey	33,982	41,184	107%	0
Info & Referral Specialist	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	1
IS QC Specialist I	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	2
Placement Specialist	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	1
Summer Youth Certifier	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	0
Summer Youth Compliance Spec.	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	0
YO! SF Youth Development Spec.	35,059	42,266	9702 Empl. & Trng. Specialist I	39,832	48,308	87%	0
Employment & Training Technician	34,426	41,554	1820 Jr. Administrative Analyst	37,960	45,994	90%	2
IS Specialist Assistant	34,426	41,554	1721 Sr. Data Entry Operator	33,176	40,222	103%	0
MIS Specialist Assistant	34,426	41,554	1721 Sr. Data Entry Operator	33,176	40,222	103%	0
QC Specialist Assistant	34,426	41,554	1721 Sr. Data Entry Operator	33,176	40,222	103%	0
Summer Youth Payroll Supervisor	34,426	41,554	1632 Sr. Account Clerk	38,324	46,462	89%	0
Sr. Clerk Typist	30,439	36,736	1426 Sr. Clerk Typist	35,230	42,692	86%	2
Sr. Summer Youth Cert. Tech.	30,439	36,736	1406 Sr. Clerk	32,110	38,870	95%	0
Payroll Technician*	30,439	36,736	1630 Account Clerk	33,176	40,222	91%	1
Clerk Typist	26,638	32,208	1424 Clerk Typist	32,162	38,974	83%	2
MIS Technician	26,638	32,208	1720 Data Entry Operator	28,964	35,074	92%	0
Summer Youth Cert. Tech./Clerk	26,638	32,208	1404 Clerk	30,966	37,518	86%	0
Minimum =	26,638	32,208	Minimum =	28,964	35,074	95%	55
Maximum =	65,102	78,949	Maximum =	68,640	83,408	(Average)	

Note: This comparison of City versus PIC rates is the work of the PIC staff. To be valid, it should be the analysis of an "arm's length" third party.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** NOVEMBER 20, 2000
MAYOR WILLIE L. BROWN, JR.

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: REQUESTS FOR AUTHORIZATION TO SOLICIT PROFESSIONAL SERVICES CONTRACTS
(NOVEMBER 28 BOARD MEETING—AGENDA ITEM 10)

Listed below are summaries of Request For Quote (RFQ) solicitations for professional services needed to develop the PIC, Inc. and the One Stop System. Professional services are required because the skills needed either do not currently exist on staff or exceed the existing capacity or expertise of current staff.

Request For Quote: Legal Services

Provide legal consultation and representation to the PIC with regard to:

1. Review of grant agreements and contracts to which the Private Industry Council is party and drafting appropriate corporate papers and agreements in furtherance of maintaining ongoing funding arrangements pursuant to the restatement of the Articles and By-laws of the PIC consistent with the requirements of the federal Workforce Investment Act of 1998;

2. Review of subcontracts between PIC and various service providers and drafting appropriate modifications to those contracts consistent with the requirements of the federal Workforce Investment Act of 1998 and other governing law and regulations;

3. Assist the PIC in other legal review, document preparation, and work as appropriate to ensure continued public funding of local employment, training and human resources programs and to qualify the PIC as an appropriate One Stop Operator and Administrative Entity under the Workforce Investment Act and the San Francisco Master Partnership Agreement with Mayor Willie Brown; and

4. Preparing appropriate board resolutions and officers' certificates in connection with the foregoing.

Selection will be based primarily on the price. However, other factors will be considered, such as experience of the proponent working with non-profit organizations, familiarity with federal and state regulations, ability to begin and complete the project in a timely manner, as well as and responses from references provided. All applicants must have a valid license to practice law in the State of California.

Request For Quote: Accounting Services

Provide to the Controller of the PIC the following:

1. Creation of an Excel-based reporting system to summarize grant spending for the fiscal year ending June 30, 2000;

2. Develop reporting packages that contain sufficient detail to enable Grant Program Managers to make financial decisions about the grants within their control;

3. Train the accounting staff on how to compile the reports as well as how to use the resulting financial data;

4. Develop summary reports to facilitate reporting to Senior Managers;

5. Develop new procedures to incorporate the new reports into the grant budgeting and planning cycle; and

6. Estimate total One-Stop System costs as of June 30, 2000 and create a budget to run the One-Stop system for the fiscal year ending June 30, 2001

Selection will be based primarily on the price. However, other factors will be considered, such as experience of the proponent with private-for-profit and non-profit organizations, familiarity with federal and state accounting requirements, knowledge of OMB Circular; A-122; ability to begin and complete the project in a timely manner, as well as responses from references provided. All applicants must have a valid Certified Public Accountant license.

Request For Quote: Human Resources

Provide to the Personnel Officer of the PIC the following:

1. Comparison of Benefits
   Work to be performed: compare benefits with those of similar nonprofit organizations in the Bay Area, and make recommendations for any and all appropriate benefits to produce an improved and enhanced benefits package. Consider life insurance, vision insurance, severance packages, outplacement services, tuition reimbursement, telecommuting, and others.

2. Personnel Policies and Procedures for Employee Handbook
   Work to be performed: review all current personnel policies and procedures and make recommendations for new and improved policies and procedures on areas such as staff training, performance review, grievances, harassment, violence in the workplace, managing employees at multiple sites, orientation for new/current employees, use of the Internet and e-mail in the workplace, and others; recommend format options for the Employee Handbook.

3. Job Description and Salary Study
   Work to be performed: review and analyze job descriptions, with input from individual staff as appropriate; define skill set for each position; make recommendations to refine and update as needed; make recommendations for salary adjustments, salary structure, performance-based bonuses and pay incentives programs.

Selection will be based primarily on the price. However, other factors will be considered, such as experience of the proponent with private-for-profit and non-profit organizations, ability to begin and complete the project in a timely manner, and responses from references provided.

Request For Quote: Information Technology Services

Provide the PIC with the following:

1. Administrative:
   - Development and ongoing support of a secure WAN network for use by the administrative office(s).
   - Two web sites.

2. One Stop:
   - Development and ongoing support of a secure WAN between remote locations.
   - Integration of all existing and new data collection systems via a shared case management system.
   - Revival of the One Stop web site.

3. Youth Opportunity Grant) (YOG):
   - Development and ongoing support of a secure WAN between remote locations.

- Integration of all existing and new data collection systems with the One Stop case load management system.
- Development of a YOG web site.

Selection will be based primarily on the price. However, other factors will be considered, such as:

1. Training provided
2. Cost and time
3. Ability to evaluate best products and vendors and prepare recommendations
4. Use and integration of existing systems with newer systems
5. Familiarity/Expertise with JTA system
6. Familiarity/Expertise with state and federal employment and training regulations
7. References
8. Degree of past experience with state and federal employment and training systems
9. Certifications
10. Experience working with organizations that are comparable in size
11. Expertise working with older legacy systems
12. Experience with One Stop systems
13. Experience in web site design and maintenance
14. Expertise with multiple platforms

The items above are not listed in order of importance however, certain items are critical and should have greater point value in the evaluation process. For example, as discussed above, PIC has certain imposed requirements, such as the use of the JTA system for WIA and YOG reporting purposes, which mandates that this be a definitive component.

Request For Quote: One Stop Development Services

On May 31, 2000 the PIC applied to the San Francisco Foundation for a professional assistance grant to help develop partners and a delivery infrastructure for the City's One Stop system as envisioned by the Workforce Investment Act. On September 21, that $75,000 application was approved for expenditure by Sep. 30, 2001.

The application names three eligible bidders for the PIC's contract, selected because of their past successes in delivering the same or similar services to other One Stops, other PICs/WIBs/CWDs, or other public/non-profit employment service agencies.

To complete the solicitation, the staff intends to —

- contact the three competitors in writing to inquire about their ability and availability (enclosing for their review a copy of the PIC's proposal);
- request specific information about proposed cost, staffing, and delivery design by a deadline certain;

- appoint a disinterested task force to review responses, telephone references, and recommend a contractor; and
- authorize the selected contractor to proceed with scheduling and begin immediate development of an agreement.

Request For Quote: YOG Professional Services

The Youth Opportunity Grant needs immediate assistance in the development and implementation of delivery systems. This solicitation would result in the selection of professional services to —

- Help develop guidelines, policies and procedures relevant to YOG governance, committee structure, staff utilization and service delivery;
- Prepare draft job descriptions and recommendations for and assistance with the planning, development and training of the forty-eight (48) YOG staff positions;
- Prepare Memorandum of Understanding (MOU) and Individual Operation & Maintenance Contracts with each of the four YOG center sites and design the working space for co-location of PIC staff and effective service provision;
- Help develop a strategic plan for a coordinated, integrated service delivery system to connect young people living in the enterprise communities to the expanded YOG services;
- Develop strategies and conduct outreach to key community leaders to obtain additional public and private resources to maintain and sustain the YOG program beyond the DOL grant; and
- Assess program effectiveness with staff and youth participants to determine future programmatic needs and capacity building.

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9.20

1/13/00

NOTICE OF A PUBLIC MEETING
OF THE BOARD OF DIRECTORS
OF THE PRIVATE INDUSTRY COUNCIL OF S.F.

Closed Session

DATE:	December 13, 2000
TIME:	1:30 – 2:30 p.m.
LOCATION:	City College Conference Room (See address below)

Public Session

DATE:	December 13, 2000
TIME:	2:30 – 4:00 p.m.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

AGENDA APPEARS ON REVERSE SIDE

Issued Tuesday, December 5, 2000

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683

Telephone: 415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained at the San Francisco Public Library online at the City's Web site at *www.ci.sf.ca.us/infoctr/sunshine/index.htm*

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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A closed meeting will be held at 1:30 PM, prior to the Public Meeting

CLOSED SESSION AGENDA

1. Staff Salary Increases (Action Item) *
2. Positions Not on the Salary Schedule or Located at the PIC **
3. Delta-Mercer Contract **

PUBLIC SESSION AGENDA

Chairman's Report (Including Report on the Closed Session)

1. Adoption of an Agenda (Action Item)
2. Public Testimony on Agenda Items (Discussion Item)
3. Adoption of Minutes for the Board's Oct. 10, 2000 meetings (Action Item)
4. Refugee Committee Recommendations (Action Item)
5. PIC Staff Recommendations for Refugee Carry-Forward Funds (Action Item)
6. Ratification of Refugee Grant Application/Proposal (Action Item)
7. Ratification of WIA Grant Applications/Proposals (Action Item)
   a. Governor's Fifteen Percent "Call Letter" (IT Career Ladders, Capacity Building, HEC)
   b. Governor's Fifteen Percent Caregivers Training Initiative
   c. Governor's Fifteen Percent Youth Development and Crime Prevention
8. Staff Recommendations for YOG Services Proposals (Action Item) *
9. Staff Salary Increase (Action Item) (See above closed session)
10. Professional Services Solicitation Design and Selection Criteria (Action Item)
    a. Legal Services
    b. Accounting Services
    c. Human Resources Services
    d. PIC, Inc. Information Technology Services
    e. One Stop Partner Development Services (San Francisco Foundation)
    f. YOG Professional Services
11. Staff Recommendations for Labor Market Information Contract for 2001 *
12. President's Report (including Audit Update)
13. Public Testimony on Non-Agenda Items (Discussion Item)
14. Adjournment (Action Item)

* Materials enclosed.

** Additional Materials to follow.

PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** DECEMBER 4, 2000
MAYOR WILLIE L. BROWN, JR.

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: STAFF RECOMMENDATIONS FOR YOUTH OPPORTUNITY GRANT SUBCONTRACTS (REPLACES EARLIER MEMO OF NOV. 20, 2000) (NOVEMBER 28 BOARD MEETING—AGENDA ITEM 8)

The PIC's May 2000 RFP solicitations invited proposals for employment and training services using funds from any one of several federal or state grants. It solicited proposed youth programs not only for formula funds provided under Title 1-B of the Workforce Investment Act (WIA), but also for "Title 1-D Youth Opportunity Grant (YOG) funds and other funds to be determined".

Among the thirty proposals that were submitted in response to that solicitation, eight were noted as "appropriate for YOG funds" by the Review Team in their recommendations to the Transitional Youth Council due to their program design and selection criteria scores. The attached proponent summaries and score sheets were part of the Transitional Youth Council's review process on June 5, 2000.

Background

The U.S. Department of Labor's contract with the PIC for **YO! SF** is a substantial new public/private initiative to provide youth employment and development services to San Francisco Enterprise Community residents aged 14-21 at Youth Opportunity Centers in each of four federally designated Enterprise Communities – South of Market, Mission, Bayview/Hunters Point and Visitacion Valley. Within these four communities, center sites will operate to coordinate the provision of services to youth at Arriba Juntos

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(SOMA), RAP Alternative High School/Collaborative (Mission), Gloria R. Davis Beacon/YMCA (BVHP) and Sunnydale Boys and Girls Club (VV).

During the life of this grant, San Francisco will serve 3,200 of the 4,000 young people who reside within these four communities. Partners in the grant include: Bank of America, YMCA, San Francisco Unified School District, San Francisco School to Career Partnership, San Francisco Housing Authority, Department of Human Services, Department of Children, Youth and Families, San Francisco Juvenile Probation Department, Parks and Recreation, Americorps, Beacons Centers, Step to College, City College of San Francisco, and Jobs For Youth.

Recommendations for YOG Funding

For PY'2000-01, staff recommends---

- that $1,118,88 of the $1,540,480 available in the YOG budget for Training Costs be made available for training services subcontracts as outlined on the following page;
- that an additional $150,000 be set aside for Individual Referral Services that will provide an opportunity to use existing subcontractors or vendors; and
- that the balance of the Training Costs budget be reserved to support comprehensive youth development activities within the four sites, San Francisco State University and City College.

Following the summary table are an update on YOG implementation and copies of individual score sheets and program summaries from the staff's recommendations in June of this year.

If you have questions, please contact me or Elizabeth Jackson-Simpson. YOG's initial funding year ends June 30, 2001, thus time is of the essence.

YO! SF Budget Summary

YO! SF Proposed Budget	PY' 00-01
Personnel	$2,079,720
Fringe Benefits (Rate 12%)	$434,878
Travel	$100,000
Equipment	$236,350
Supplies	$108,550
Contractual (marketing, IT, leases,etc)	$2,016,894
Other (tatoos removed, etc)	$48,250
Indirect Cost (PIC overhead)	$434,878
Training Costs/Stipends	$1,540,480
Grand Total	$7,000,000

YO! SF Proposed Recommendations for Funding

Proponent	Activity	Amount Requested	Initial Funding	Initial Svc.	YOG Subcon. Recomm.	YOG Set Aside	YOG Total	Revised Svc.	Cost Per Youth
#05 Arriba Juntos [OS]	BRE/ESL/WR	$241,688	$0	50	$42,938	$0	$42,938	10	$4,294
#06 Arriba Juntos [OS]	OJT	$89,712	$0	10	$25,000	$20,000	$45,000	10	$4,500
#13 New Direction [IS]	BRE/WR	$141,686	$0	50	$52,993	$17,850	$70,843	25	$2,834
#21 Young Com. Developers [IS]	BRE/WR	$701,177	$100,767	160	$91,513	$18,037	$109,550	25	$4,382
#22 Young Com. Developers [OS]	BRE/WR	$258,448	$0	40	$120,448	$138,000	$258,448	40	$6,461
#25 Larkin Street Yth.Ctr.[OS]	WR	$545,138	$0	250	$60,463	$18,037	$78,500	36	$2,181
#20 SF Boys & Girls Club [IS]	WR	$336,396	$0	90	$34,125	$0	$34,125	25	$1,365
#26 Columbia Park Boys & Girls Club [OS]	WR	$32,000	$0	32	$32,000	$0	$32,000	30	$1,067
STEP School to Career [IS]	BRE/WR	$0	$280,000	185	$59,363	$75,038	$134,400	60	$2,240
Subtotal		$2,346,245	$380,767	867	$518,842	$286,962	$805,804	261	
Set Aside					$0	$0	$0		
(from Contractual) Transportation/Childcare					$0	$0	$203,789		
(from Indirect Costs) PIC Administration					$0	$0	$109,235		
Grand Total		$2,346,245	$380,767	867	$518,842	$286,962	$1,118,828		

BRE - Basic Remedial Education
ESL - English-as-a-Second Language
IS - In- School
OJT - On-the-Job Training
OS - Out of School
WR - Work Readiness

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MEMORANDUM

TO: MEMBERS, PIC BOARD OF DIRECTORS **DATE:** DECEMBER 4, 2000
MAYOR WILLIE L. BROWN, JR.

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: ALTERNATIVE COMPENSATION ADJUSTMENTS FOR PIC STAFF (DECEMBER 13 BOARD MEETING—ADDENDUM TO AGENDA ITEM 9)

This memorandum proposes four additional alternatives to the Staff Compensation recommendation enclosed with your agenda for the Nov. 28th (rescheduled) meeting. That original recommendation proposed an across-the-board increase of 10% for all corporate-schedule employees in their current job classifications effective Oct. 1.

I asked the Senior Staff to take the unusual step of consideration of their own salary increase proposals for the following reasons:

1. *It is "old" business which predates my arrival at PIC.* Various members of the staff (and the minutes of the meeting) have informed me that the Council/Board stated a desire to revisit the issue of staff salaries at the Council meeting on February 25, 2000 (prior to the start of my tenure on March 1, 2000).
2. *The Council/Board have expressed the desire to address staff salaries before the new Workforce Investment Board becomes the governing body.* The Council/Board at its September 12 meeting stated the desire to address staff salaries during its tenure (before 12/31/2000 or the certification of the new Local Workforce Investment Board). At the September 12 meeting, the Board tabled a Resolution which would have created an "escrow account" for staff compensation following the Controller's determination of the amount of funds available for this purpose.

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3. *The Chairman has given his word of support to staff for this issue to be addressed now.* During his remarks at the PIC Celebration on October 10, 2000, Chairman Martin assured staff of his support for staff salary increases during the tenure of the current Council/Board.

Approximately $230,000 are available for additional compensation. Before making their recommendation, staff debated alternatives, discussed the inherent conflict of interest confronting them, and viewed the matter from your point of view as a fiduciary Board.

Staff remains in support of their original recommendation, and I support their recommendation as the best one of less-than-satisfactory choices. The alternatives considered, in no particular order, were as follows:

Alternative One

For approximately $230,000 in PY'00 (7/00 to 6/01) funds, varying adjustments to the compensation schedule could be implemented on February 1, 2001 to bring all employees to 100% of their City and County counterparts.

Pros	Cons
• Would permanently align the PIC's salaries with the City & County schedule.	• Would be based entirely on staff's subjective comparison of the two classification systems, not on an independent analysis of either the appropriateness of the current PIC organizational structure or the appropriateness of the City & Co. schedule as the "comparable schedule" for this non-profit organization. • Would validate the City & Co. schedule as the only or the most appropriate benchmark. • Would be permanent. • Would be implemented after the certification date of the new WIB and without their input.

Alternative Two

For approximately $230,000 in PY'00 funds, an across-the-board raise of 13% could be implemented on January 1, 2001.

(Alternative Two, continued)

Pros
• Would boost the PIC salaries closer to City & County salaries.

Cons
• Would not align the PIC's salary schedule with City & County counterparts (assuming the City & Co. is an appropriate comparable schedule).
• Would validate for compensation purposes, PIC job descriptions and classifications which do not currently reflect staff responsibilities and do not consider the tasks or skills necessary to staff a LWIB; comparisons to DHS would exacerbate the pronounced inequity in several jobs.
• Would be permanent.

Alternative Three

For approximately $129,000 (or just over one-half of the PY'00 funds available), provide a one-time, performance-based "recognition" bonus of 10% (based on wages earned 7/1-12/31/2000) without an across-the-board, permanent increase to existing salaries.

Pros
• Would expend just over one-half of the dollars for bonuses now and reserve the remainder for use after a restructuring and reorganization.

Cons
• Would not align the PIC's salary schedule with City & County counterparts.
• Delay could be lengthy (up to 120 days). Would require completion of a restructuring and reorganization process before setting new salaries.

Alternative Four

Do nothing. Refer the matter of staff compensation to the new WIB.

Pros
• Would safely reserve the dollars until decisions could be made later by the WIB.

Cons
• Would not align the PIC's salary schedule with City & County counterparts.

(continued)

• Delay in permanent salary adjustments could be lengthy (up to 120 days), and morale would be reduced until comprehensive reorganization and benefits plans are completed and until orientation of a new WIB is completed.

Based on these considerations, staff concluded that a 10% across-the-board, stopgap recommendation (the original agenda item 9 proposal for your Nov. 28th meeting) did the least harm. There may be other alternatives you wish to discuss at your meeting.

I urge you to avoid the *do nothing* alternative. This Board has made clear its preference for a transition to WIA which results in the least disruption in services. The transition is a complex matter which has required extraordinary work by current staff members. I do not expect that all of the current staff will remain with the organization through its transition to new vision, mission and responsibilities. However, I do believe that current staff reasonably believes that this Board has committed to addressing perceived and documented (by comparison to City scales) pay inequities before the end of this year. The bitterness and disappointment that would result from non-action on this matter by the Board would add another complexity to the difficult task of transition.

If you have questions, please contact HR Manager Roberta Fazande, Controller Adrian Trujillo or me at (415) 431-8700. Your initial, non-public meeting begins at 1:30 PM at the City College on Gough Street.

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MEMORANDUM

TO: PIC BOARD OF DIRECTORS
MAYOR WILLIE L. BROWN, JR.

DATE: DECEMBER 4, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: RECOMMENDATION TO CONTINUE LABOR MARKET INFORMATION CONTRACT (DECEMBER 13 BOARD MEETING—AGENDA ITEM 11)

BACKGROUND

For the past ten years, the Labor Market Information Division (LMID) of the Employment Development Department (EDD) has extended a contract to the Private Industry Council of San Francisco, Inc. (PIC) to conduct a survey of employers in San Francisco on approximately 25 occupations each year. The data are gathered from a representative sample of employers in San Francisco consisting of wage information, including benefits offered, skills required for employment, projection on hiring conditions during the current year being surveyed as well as projections of employment in the particular occupation for the subsequent 24 months.

These data are compiled and published in the "Occupational Outlook for San Francisco" and then distributed via hard copy as well as made available through the Internet to vocational counselors, rehabilitation counselors, high school counselors, employers, and other interested organizations and individuals.

As this project is part of a statewide effort, the results from this project are also posted on the state's LMID web site.

RECOMMENDATION

The PIC staff recommends accepting the LMID offer to renew the contract with the PIC. It will commence on January 1, 2001 and conclude February 28, 2002. The amount of the contract is $58,130. While these funds cover most of the expenses associated with the project, funds from other sources, such as Rapid Response from the Workforce Investment Act and from the PIC Donated Funds account are used to cover the shortfall.

The amount issued to San Francisco is based on a formula tied to the total amount allocated to this statewide project.

Greg Marutani of the PIC staff will be present at your meeting to respond to any questions relating to the LMI project.

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